Gateway Notebook

USER GUIDE

Gateway.

Contents

CHAPTER 1
Getting Help

- Using the Gateway Web site
- Using Help and Support
- Using online help

Thank you for purchasing our notebook!

You have made an excellent decision choosing Gateway. We are sure that you will be pleased with the outstanding quality, reliability, and performance of your new notebook. Each and every Gateway notebook uses the latest technology and passes through the most stringent quality control tests to ensure that you are provided with the best product possible. Please read this manual carefully to familiarize yourself with your notebook's software features.

Gateway stands behind our value proposition to our customers—to provide best-of-class service and support in addition to high-quality, brand-name components at affordable prices. If you ever have a problem, our knowledgeable, dedicated customer service department will provide you with fast, considerate service.

We sincerely hope that you will receive the utmost satisfaction and enjoyment from your new Gateway notebook for years to come.

Thanks again, from all of us at Gateway.

Using the Gateway Web site

Gateway's online support is available 24 hours per day, 7 days per week and provides the most current drivers, product specifications, tutorials, and personalized information about your notebook. Visit the Gateway Support Web site at www.gateway.com.

Using Help and Support

Your notebook includes *Help and Support*, an easily accessible collection of help information, troubleshooters, and automated support. Use Help and Support to answer questions about Windows and to help you quickly discover and use the many features of your Gateway notebook.

▶ To search for a topic:

1 Click ⊛ (Start), then click Help and Support. Help and Support opens.
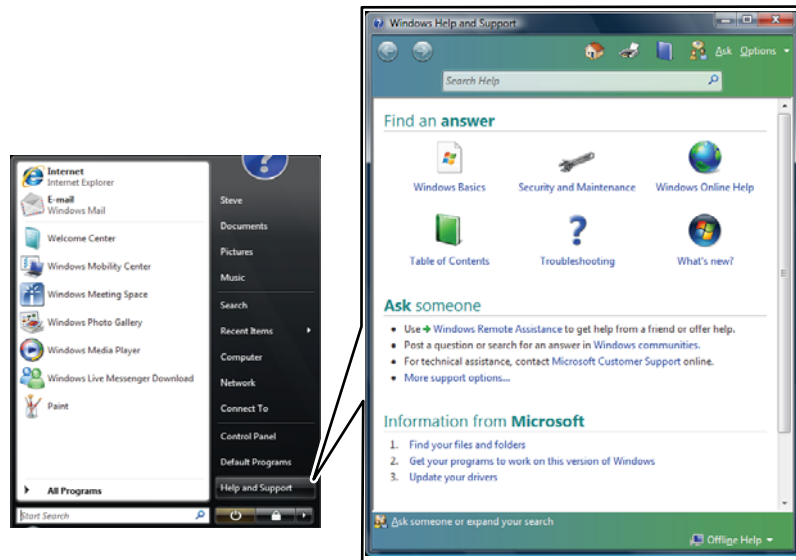
Tip
You can find help information by clicking a general topic under Find an answer, selecting an option under Ask someone, or picking a category from Information from Microsoft. You can also search for a topic.

2 Type a word or phrase (keyword) in the Search Help box located at the top of any Help and Support screen, then press ENTER.

For each search, you receive a list of suggested topics. To find the answer, click the result that most closely matches your question. Additional results may be available if the first list does not address your question.

Contacting Gateway

The label on your notebook contains information that identifies your notebook model and serial number. Gateway Customer Care will need this information if you call for help.

Getting help for Windows Media Center

If your notebook has Windows Media Center, you can access help for information on how to use Windows Media Center.

▶ To access Media Center help:

1 Click ⊛ (Start), then click Help and Support. Help and Support opens.

2 In the *Help and Support* window, type **Windows Media Center** in the Search Help box, then press ENTER. The *Media Center Help* window opens.

-OR-

If you are connected to the Internet, click Windows Online Help, then type **Windows Media Center** in the Search Help For box.

3

Using online help

If you are connected to the Internet, many programs provide information online so you can research a topic or learn how to perform a task while you are using the program. You can access most online help information by selecting a topic from a Help menu or by clicking the Help button on the menu bar and selecting Online Support from the list.

Available information depends on the particular Help site to which you are taken. Many provide FAQs (Frequently Asked Questions), a search feature, articles about their software, tutorials, and forums where problems and issues are discussed.

CHAPTER2
Using Windows

- Using the Windows desktop
- Working with files and folders
- Searching for files
- Working with documents
- Shortcuts

Using the Windows desktop

After your notebook starts, the first screen you see is the Windows *desktop*. The desktop is like the top of a real desk. Think of the desktop as your personalized work space where you open programs and perform other tasks.

? Help
For more information about the Windows desktop, click Start, then click Help and Support. Type **Windows desktop** in the Search Help box, then press ENTER.

Your desktop may be different from this example, depending on how your notebook is set up.

The desktop contains the taskbar, the Start button, and the Recycle Bin icon.

Desktop elements	Description
	The *taskbar* is the bar at the bottom of the notebook display containing the Start button on the left and a clock on the right. Other buttons on the taskbar represent programs that are running. Click a program's *button* on the taskbar to open the program's window.
	The *Start button* provides access to programs, files, help for Windows and other programs, and notebook tools and utilities. Click the Start button, then open a file or program by clicking an item on the menu that opens.
	The *Recycle Bin* is where files, folders, and programs that you discarded are stored. You must empty the Recycle Bin to permanently delete them from your notebook. For instructions on how to use the Recycle Bin, see "Deleting files and folders" on page 11.
	The Windows Security Center icon may appear on the taskbar near the clock. The icon changes appearance to notify you when the security settings on your notebook are set below the recommended value or when updates are available. Double-click this icon to open the Windows Security Center. For more information, see "Using Windows Security Center" on page 59.
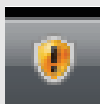
Using the Start menu

> **? Help**
> For more information about the Windows Start menu, click Start, then click Help and Support. Type **Windows Start menu** in the Search Help box, then press ENTER.

You can start programs, open files, customize your system, get help, search for files and folders, and more using the Start menu.

▶ To use the Start menu:

> **➡ Shortcut**
> Start Á All Programs Á

1   Click ⊛ (Start) on the lower left of the Windows desktop. The Start menu opens, showing you the first level of menu items.
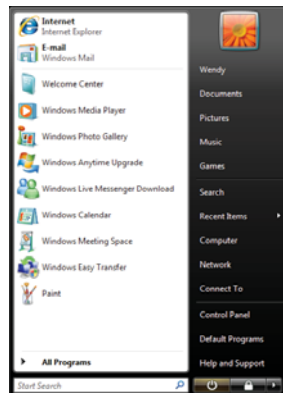
2   Click All Programs to see all programs, files, and folders in the Start menu. If you click an item with a folder 🗀 icon, the programs, files, and *subfolders* appear.
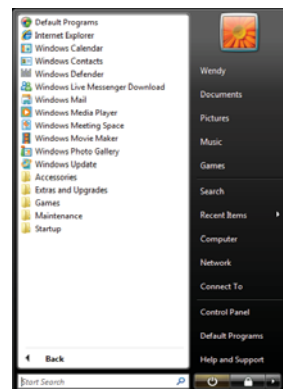
3   Click a file or program to open it.

∎

7

Adding icons to the desktop

> **? Help**
> For more information about the desktop icons, click Start, then click
> Help and Support. Type **desktop icons** in the Search Help box, then press ENTER.

You may want to add an icon (shortcut) to the desktop for a program that you use
frequently.

▶ To add icons to the desktop:

> **➡ Shortcut**
> Start Á All Programs Á right-click program Á Send To Á
> Desktop (create shortcut)

1   Click ⊛ (Start), then click All Programs.

2   Right-click (press the right touchpad button) the program that you want to add
    to the desktop.

3   Click Send To, then click Desktop (create shortcut). A shortcut icon for that
    program appears on the desktop.

    ■

Identifying window items
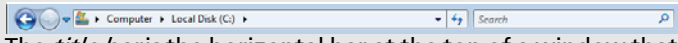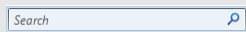
> **? Help**
> For more information about windows, click Start, then click Help and
> Support. Type **window** in the Search Help box, then press ENTER.

When you double-click the icon for a drive, folder, file, or program, a *window* opens
on the desktop. This example shows the Local Disk (C:) window, which opens after
you double-click the Local Disk (C:) icon in the *Computer* window.
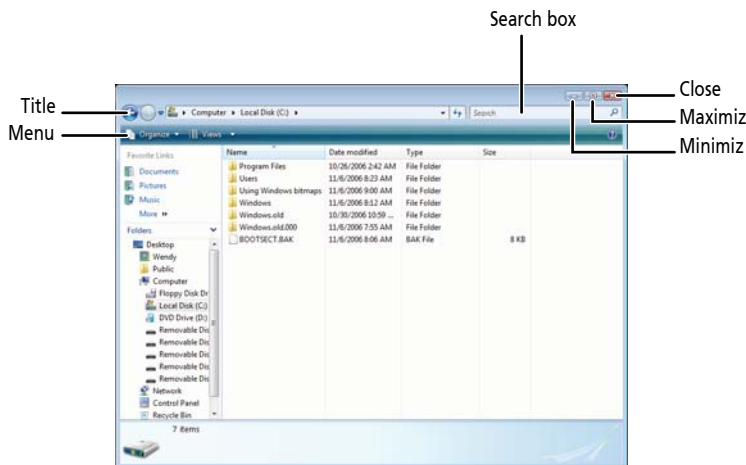
Every program window looks a little different because each has its own menus, icons,
and controls. Most windows include these items:

Window item	Description
The *title bar* is the horizontal bar at the top of a window that shows the window title.	
	The Search box lets you search for a word or phrase in the current window.

Window item	Description
	Clicking the *minimize button* reduces the active window to a button on the taskbar. Clicking the program button in the taskbar opens the window again.
	Clicking the *maximize button* expands the active window to fit the entire notebook display. Clicking the maximize button again restores the window to its former size.
	Clicking the *close button* closes the active window or program.

Clicking an item on the *menu bar* starts an action such as Print or Save.

Working with files and folders

You can organize your files and programs to suit your preferences much like you would store information in a file cabinet. You can store these files in folders and copy, move, and delete the information just as you would reorganize and throw away information in a file cabinet.

Viewing drives

? Help
For more information about files and folders, click Start, then click Help and Support. Type **files and folders** in the Search Help box, then press ENTER.

Drives are like file cabinets because they hold files and folders. A notebook may have more than one drive. Each drive has a letter, usually Local Disk (C:) for the hard drive. You may also have more drives such as a disc drive.

▶ To view the drives, folders, and files on your notebook:
1 Click ⊕ (Start), then click Computer.
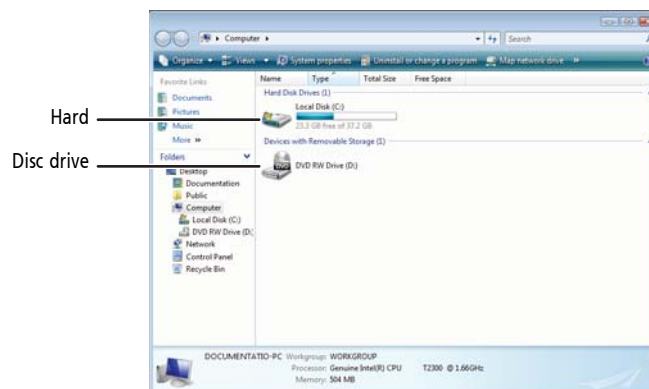
2   Double-click the drive icon.

■

Creating folders

Folders are much like the folders in a file cabinet. They can contain files and other folders.

Files are much like paper documents—letters, spreadsheets, and pictures—that you keep on your notebook. In fact, all information on a notebook is stored in files.
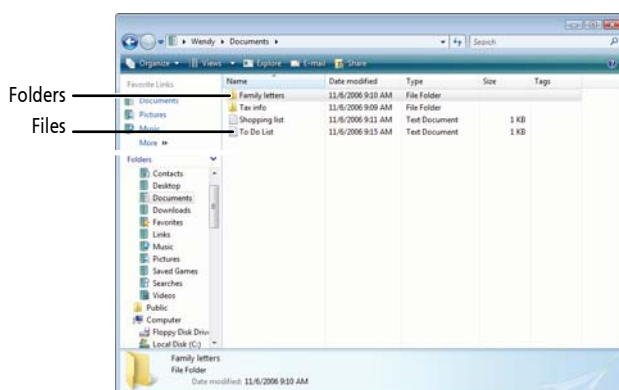
▸ To create a folder:

> **Shortcut**
> Click File Á New Á Folder Á type name

1   Click ⊕ (Start), then click Computer on the Start menu.

2   Double-click the drive where you want to put the new folder. Typically, Local Disk (C:) is your hard drive.

3   If you want to create a new folder inside an existing folder, double-click the existing folder.

4   Click Organize, then click New Folder. The new folder is created.

5   Type a name for the folder, then press ENTER. The new folder name appears by the folder icon.

■

For information about renaming folders, see .

Copying and moving files and folders

> ☑ **Important**
> The clipboard stores whatever you cut or copy until you cut or copy again. Then the clipboard contains the new information only. Therefore, you can paste copies of a file or folder into more than one place, but as soon as you copy or cut a different file or folder, the original file or folder is deleted from the clipboard.

The skills you need to copy and move files are called *copying*, *cutting*, and *pasting*.

When you *copy and paste* a file or folder, you place a *copy* of the file or folder on the Windows *clipboard*, which temporarily stores it. Then, when you decide what folder you want the copy to go in (the *destination* folder), you *paste* it there.

When you *cut and paste* a file or folder, you remove the file or folder from its original location and place the file or folder on the Windows clipboard. When you decide where you want the file or folder to go, you paste it there.

▶ To copy a file or folder to another folder:
  1   Locate the file or folder you want to copy. For more information, see "Viewing drives" on page 9 and "Searching for files" on page 12.
  2   Right-click (press the right touchpad button) the file or folder that you want to copy. A pop-up menu opens on the desktop.
  3   Click Copy on the pop-up menu.
  4   Open the destination folder.
  5   With the pointer inside the destination folder, right-click.
  6   Click Paste. A copy of the file or folder appears in the new location.

> **Help**
> For more information about copying files and folders or moving files or folders, click Start, then click Help and Support. Type **copying files and folders** or **moving files and folders** in the Search Help box, then press Enter.

■

▶ To move a file or folder to another folder:
  1   Locate the file or folder you want to move. For more information, see "Viewing drives" on page 9 and "Searching for files" on page 12.
  2   Right-click (press the right touchpad button) the file or folder that you want to move. A pop-up menu opens on the desktop.
  3   Click Cut on the pop-up menu.
  4   Open the destination folder.
  5   With the pointer inside the destination folder, right-click.
  6   Click Paste. The file or folder you moved appears in its new location and is removed from its old location.

■

Deleting files and folders

When you throw away paper files and folders, you take them from the file cabinet and put them in a trash can. Eventually the trash can is emptied.

In Windows, you throw away files and folders by first moving them to the Windows trash can, called the *Recycle Bin*, where they remain until you decide to empty the bin.

You can recover any file in the Recycle Bin as long as the bin has not been emptied.

▶ To delete files or folders:
  1   In the *Computer* or *Windows Explorer* window, click the files or folders that you want to delete. For instructions on how to select multiple files and folders, see "Shortcuts" on page 16.

       If you cannot find the file you want to delete, see "Searching for files" on page 12.
  2   Click Organize, then click Delete. Windows moves the files and folders to the Recycle Bin.

■

▶ To recover files or folders from the Recycle Bin:
  1   Double-click the Recycle Bin icon on your Windows desktop. The *Recycle Bin* window opens and lists the files and folders you have thrown away since you last emptied it.
  2   Click the files or folders that you want to restore. For instructions on how to select multiple files and folders, see "Shortcuts" on page 16.
  3   Click Restore. Windows returns the deleted files or folders to their original locations.

■

11

▶ To empty the Recycle Bin:

> ⚠ **Caution**
> Emptying the Recycle Bin permanently erases any files or folders in the bin. These files cannot be restored.

1 Double-click the Recycle Bin icon on the Windows desktop. The *Recycle Bin* window opens.

2 Click Empty the Recycle Bin. Windows asks you if you are sure that you want to empty the bin.

3 Click Yes. Windows permanently deletes all files in the Recycle Bin.

> ? **Help**
> For more information about emptying the Recycle Bin, click Start, then click Help and Support. Type **emptying the Recycle Bin** in the Search Help box, then press ENTER.

■

Searching for files

If you are looking for a particular file or folder or a set of files or folders that have characteristics in common, but you do not remember where they are stored on your hard drive, you can use the Search utility.

Files and folders found using this utility can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

Using the Windows Search

▶ To find files and folders using the Search:

1 Click ⊛ (Start), then click Search. The *Search Results* window opens.

2 If you want to search on your notebook by file or folder name, type in all or part of the file or folder name in the *Search* box in the top right of the window.

• If you type all of the name, Search will list all files and folders of that name.

• If you type part of the name, Search will list all of the file and folder names containing the letters you typed.
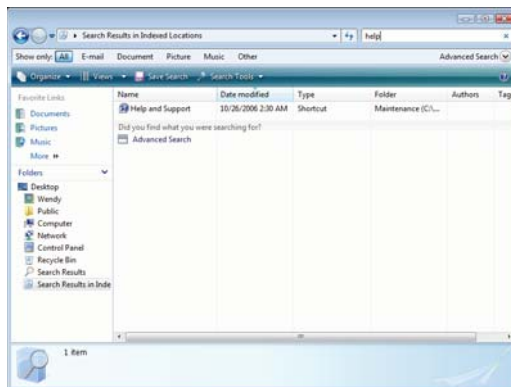
3 Open a file, folder, or program by double-clicking the name in the list.

> ? **Help**
> For more information about searching for files and folders, click Start, then click Help and Support. Type **searching** in the Search Help box, then press ENTER.

■

Using advanced search options

Search can find files meeting more criteria than file name. You can narrow your search by selecting the search options that you want. You can search by the:

- Name or part of a name
- Creation date
- Modification date
- File type
- Tag
- Author
- Text contained in the file
- Time period in which it was created or modified

You can also combine search criteria to refine searches.

Files and folders found using this utility can be opened, copied, cut, renamed, or deleted directly from the list in the results window.

Browsing for files and folders

A file or folder that you need is rarely right on top of your Windows desktop. It is usually on a drive inside a folder that may be inside yet another folder, and so on.

Windows drives, folders, and files are organized in the same way as a real file cabinet in that they may have many levels (usually many more levels than a file cabinet, in fact). So you usually will have to search through levels of folders to find the file or folder that you need. This is called *browsing*.

▶ To browse for a file:

1   Click ⊕ (Start), then click Computer. The *Computer* window opens.

2   Double-click the drive or folder that you think contains the file or folder that you want to find.

3   Continue double-clicking folders and their subfolders until you find the file or folder you want.

> **?** **Help**
> For more information about browsing for files and folders, click Start, then click Help and Support. Type **files and folders** in the Search Help box, then press ENTER.

Working with documents

Computer documents include word processing files, spreadsheet files, or other similar files. The basic methods of creating, saving, opening, and printing a document apply to most of these types of files.

The following examples show how to create, save, open, and print a document using Microsoft® WordPad. Similar procedures apply to other programs such as Corel® WordPerfect®, Microsoft Word, and Microsoft Excel.

For more information about using a program, click Help on its menu bar.

Creating a new document

▶ To create a new document:

1   Click ⊛ (Start), All Programs, Accessories, then click WordPad. Microsoft WordPad starts and a blank document opens.
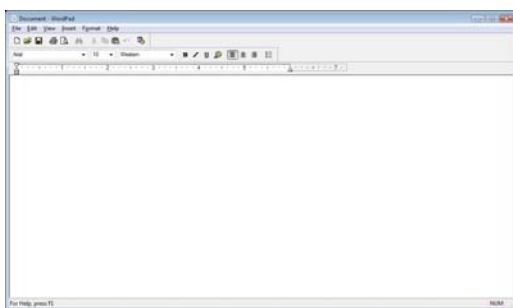
2   Begin composing your document. Use the menus and toolbar buttons at the top of the window to format the document.

■

Saving a document

After you create a document, you need to save it if you want to use it later.

▶ To save a document:

1   Click File, then click Save. The *Save As* dialog box opens.
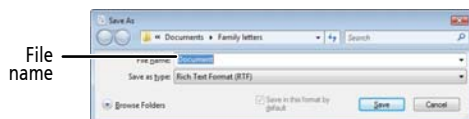
File name

2   Click Browse Folders to open the Folders list, then click the folder where you want to save the file.

3   Type a new file name in the File name box.

4   Click Save.

> **? Help**
> For more information about saving documents, click Start, then click Help and Support. Type **saving** in the Search Help box, then press ENTER.

■

Opening a document

To view, revise, or print an existing document, first you need to open it. Open the document in the program that it was created in.

▶ To open a document:

1   Start the program.

2   Click File, then click Open.

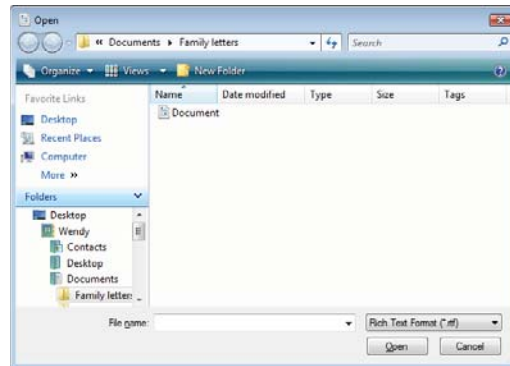3   Click Folders to open the Folders list, then click the folder you want to open.

4   Double-click the document file name. The document opens.

> **Help**
> For more information about opening documents, click Start, then click Help and Support. Type **opening files** in the Search Help box, then press ENTER.

■

Printing a document

To print a document, you must have a printer connected to your notebook or have access to a network printer. For more information about installing or using your printer, see the printer documentation.

▶ To print a document:

1   Make sure that the printer is turned on and loaded with paper.

2   Start the program and open the document.

3   Click File, then click Print. The *Print* dialog box opens.

4   Set the print options, then click Print. The document prints.

> **Help**
> For more information about printing documents, click Start, then click Help and Support. Type **printing** in the Search Help box, then press ENTER.

■

Shortcuts

? Help
For more information about Windows keyboard shortcuts, click Start, then click Help and Support. Type **Windows keyboard shortcuts** in the Search Help box, then press ENTER.

The following table shows a few shortcuts that you can use in Windows and almost all programs that run in Windows. For more information about shortcuts, see your Windows or program documentation.

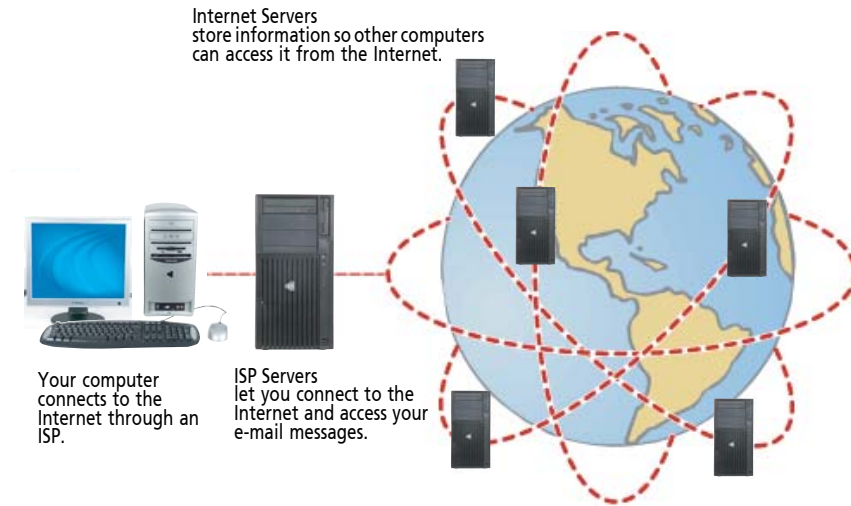| To...	Do this...
Copy a file, folder, text, or graphic	Click the item, then press CTRL + C.
Paste a file, folder, text, or graphic	Click inside the folder or window where you want to paste the object, then press CTRL + V.
Select multiple items in a list or window	Click the first item, press and hold down the CTRL key, then click each of the remaining items.
Select multiple adjacent items in a list or window	Click the first item in the list, press and hold down the SHIFT key, then click the last item in the list.
Permanently delete a file or folder	Click the file or folder, then press SHIFT + DELETE. The file or folder is permanently deleted. The file or folder is not stored in the Recycle Bin.
Rename a file or folder	Click the file or folder, press F2, type the new name, then press ENTER.
Close the active window or program	Press ALT + F4.
Switch to a different file, folder, or running program	Press ALT + TAB.

CHAPTER3

Using the Internet and Faxing

Learning about the Internet

The *Internet* is a worldwide network of computers linked together to provide information to people everywhere. The two most popular services on the Internet are e-mail and the World Wide Web. You can access this network by connecting your notebook to a telephone, DSL (Digital Subscriber Line), or cable television line and signing up with an Internet service provider (ISP).

Internet Servers
store information so other computers can access it from the Internet.

Your computer
connects to the Internet through an ISP.

ISP Servers
let you connect to the Internet and access your e-mail messages.

If you want to access the Internet you need:

- A modem—a device that connects your notebook to other computers or servers using a telephone, DSL, or cable television line. Your notebook may have a built-in dial-up telephone modem. Cable and DSL modems connect to your notebook through an Ethernet jack and provide a faster connection speed than a standard telephone modem.

- An Internet service provider—a company that provides access to the Internet through an ISP server. When you connect to an ISP, the ISP server lets you access the Internet and your e-mail messages. Check your telephone book for a list of Internet service providers available locally.

- A Web browser—a program that displays information from the World Wide Web. Microsoft Internet Explorer was included with your notebook. For more information, see "Using the World Wide Web" on page 19.

- An e-mail program—a program that lets you create, send, and receive e-mail messages over the Internet. Microsoft Outlook or Outlook Express was included with your notebook. For more information, see "Using e-mail" on page 21.

Setting up an Internet account

Before you can view the information on the World Wide Web, you need to set up an Internet account with an Internet service provider (ISP). To set up an ISP service or to transfer an existing account to this notebook, contact the ISP directly.

Dial-up Internet connections are those using a telephone system to connect to the Internet. This may include ordinary analog telephone lines, ISDN connections, and in some cases ADSL over PPP, or other technologies. Because dial-up connections are designed to be temporary connections to the Internet, dial-up charges (with both your telephone company and Internet service provider) often increase the longer you connect to the Internet. To minimize the cost for dial-up Internet service, we suggest that you only connect to the Internet during your e-mail and Web browsing session, then disconnect when you are finished. Your Internet service provider can provide instructions on how to connect to and disconnect from the Internet.

Cable and DSL modems, a connection known as broadband, use your cable television or special telephone lines to connect to your ISP and access the Internet. In many instances, broadband is considered an always-connected service. With this type of service, your cost is the same regardless of the amount of time you use your Internet connection.

Accessing your Internet account

? Help
For general information about using Internet accounts, click Start, then click Help and Support. Type **ISP** in the Search Help box, then press ENTER.

The method you use to access your Internet account varies from ISP to ISP. Contact your ISP for the correct procedure.
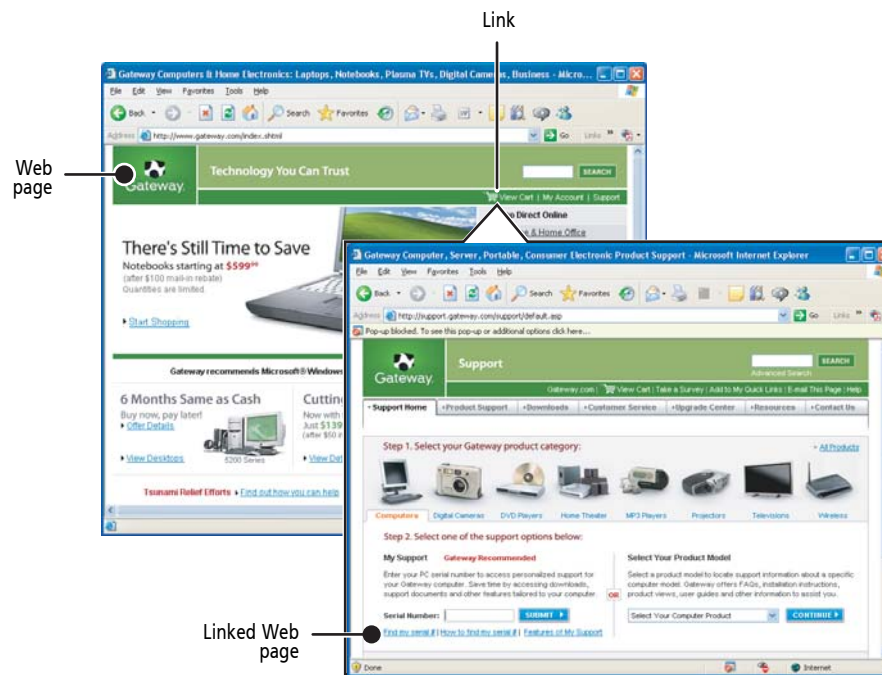
Using the World Wide Web

The World Wide Web is a multimedia window to the Internet that gives you access to millions of information sources.

Information on the Web comes to you on *Web pages*, which are electronic documents that you view using a Web page display program called a *browser*. You can use any of the commercially available Web browsers, like Microsoft Internet Explorer or Netscape Navigator.

Web pages can contain text, animations, music, and other multimedia features. A group of related Web pages is called a *Web site*. You can access Web sites to shop, track investments, read the news, download programs, and much more.

You can explore a Web site or visit other Web sites by clicking areas on a Web page called *links* or *hyperlinks*. A link may be colored or underlined text, a picture, or an animated image. You can identify a link by moving the mouse pointer over it. If the pointer changes to a hand, the item is a link.

To learn more about using the Web browser features, click Help in the menu bar.

Connecting to a Web site

After you set up an account with an Internet service provider (ISP), you can access the many information sources on the World Wide Web.

▶ To connect to a Web site:

1   Connect to your Internet account.

2   Depending on the method you use to connect to your Internet account, you may need to start your Web browser. Click ⊛ (Start), then click Internet. Your default Web browser opens showing an opening page or welcome screen.

3   To go to a different Web site, type the *address* (called a *URL* for "Universal Resource Locator") in the browser address bar (for example **www.gateway.com**), then click GO on the browser address bar.

www.gateway.com	⌄	⮕ Go

- OR -

On the current Web page, click a link to a Web site.

> **?** **Help**
> For more information about connecting to a Web site, click Start, then click Help and Support. Type **connecting to a Web site** in the Search Help box, then press ENTER.

The Web browser locates the server computer on the Internet, *downloads* (transfers) data to your notebook, and displays the page on the site that you requested.

■

Sometimes Web pages display slowly. The speed that a Web page displays on your screen depends on the complexity of the Web page and other Internet conditions. Additionally, the speed of your connection will determine how fast Web pages display.

Downloading files

> **⚠ Caution**
> To protect your notebook against viruses, make sure that you scan the files you download. For more information, see "Protecting your notebook from viruses" on page 57.

Downloading is the process of transferring files from a computer on the Internet to your notebook.

▶ To download files or programs from a Web site:

1   Connect to your Internet account.

2   In the address bar, type the address of the Web site that contains the file or program you want to download, then press ENTER.

- OR -

Click a link on a Web page to navigate to the Web site containing the file that you want to download.

3   Create or locate the folder where you want to store the file on your notebook. For more information, see "Working with files and folders" on page 9.

4   Click the link on the Web page for the file that you want to download.

5   Follow the on-screen instructions for saving the file in the folder that you want. A copy of the file is downloaded to your notebook. The time that it takes to transfer the file to your notebook depends on file size and Internet conditions.

6   Open the folder that you created.

7   Install or view the downloaded file by double-clicking it. If applicable, follow the instructions provided on the Web site to run or install the program.

■

> **? Help**
> For more information about downloading files, click Start, then click Help and Support. Type **downloading files** in the Search Help box, then click ENTER.

Using e-mail

E-mail (electronic mail) lets you send messages to anyone who has an Internet connection and e-mail address. E-mail is usually a free service of your Internet account.

The Internet never closes, so you can send e-mail messages at any time. Your e-mail messages arrive at most e-mail addresses in minutes.

An *e-mail address* consists of a user name, the @ symbol, and the Internet *domain name* of the Internet service provider (ISP) or company that "hosts" that user. Your e-mail address is assigned when you sign up for an account with an ISP. For example, a person with an account with Hotmail might have an e-mail address that is similar to this one:

jdoe@hotmail.com

User   Internet domain
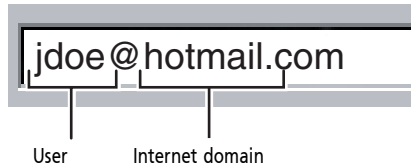
Sending e-mail

▶ To send e-mail using Windows Mail:

1   Connect to your Internet service provider.

2   Click ⊛ (Start), then click E-mail. Your default e-mail program opens.

3   Click Create Mail.

4   Type the e-mail address of the recipient you want to send e-mail to in the To box.

5   Type the subject of your e-mail in the Subject box.

6   Type the e-mail message.

> **✎ Tip**
> Most e-mail programs let you attach files, such as photographs, to your e-mail. For more information, see the help for your e-mail program.

7   When finished, click Send. Your e-mail is sent over the Internet to the e-mail address you specified.

■

Checking your e-mail

▶ To check your e-mail using Windows Mail:

1   Connect to your Internet service provider.

2   Click ⊛ (Start), then click E-Mail. Your default e-mail program opens.

3   Click Send/Receive.

4   Double-click the message you want to read.
   ■

? Help
For general information about using e-mail, click Start, then click Help and Support. Type **e-mail** in the Search Help box, then press ENTER.

Tip
To protect your notebook from viruses, check any e-mail attachments using anti-virus software. For more information, see "Protecting your notebook from viruses" on page 57.

For more information about managing and organizing your e-mail messages, see the online help in your e-mail program.

Using Windows Fax and Scan

Windows Fax and Scan comes pre-installed with Windows Vista Business, Enterprise, or Ultimate Editions. Windows automatically detects an optional built-in fax modem during the setup process. You can connect your notebook to one local fax modem, although you can connect to multiple fax servers or devices on a network. If you are not sure whether your notebook has a built-in fax modem, see "Checking Out Your Notebook" in your *Notebook Reference Guide*.

Your fax cover page, on which you can include all required information, is set up when you prepare to send the first fax from this notebook.

You cannot send or receive a fax using a cable or DSL modem by following these instructions. Many Internet services exist that let you send or receive faxes using a broadband connection.

Your dial-up modem cable must be installed before you can send and receive faxes. You cannot use your standard telephone modem to connect to the Internet while sending and receiving faxes.

Sending a Fax

Windows Fax and Scan lets you send and receive faxes using your dial-up modem.

▶ To send a Fax:

1   Click ⊛ (Start), All Programs, then click Windows Fax and Scan. Windows Fax and Scan opens.

2   If Windows Fax and Scan is in Scan view, click Fax in the lower left corner of the window.

3   If you have never sent a fax on this notebook before, click New Fax on the toolbar. The *Fax Setup* window opens.
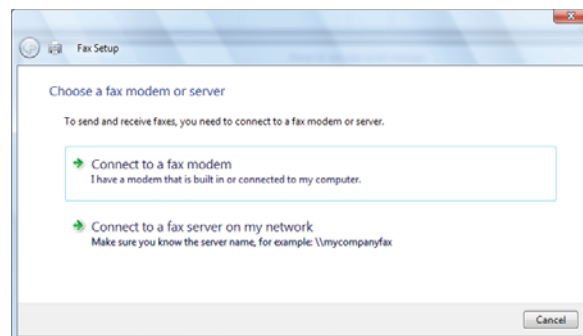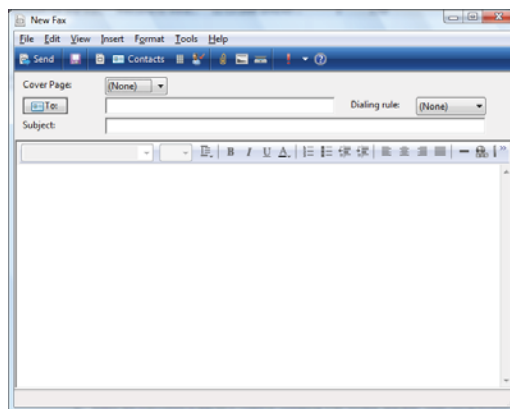
4   Click the type of connection you will be using (fax modem or fax server). The *Choose a modem name* screen opens.
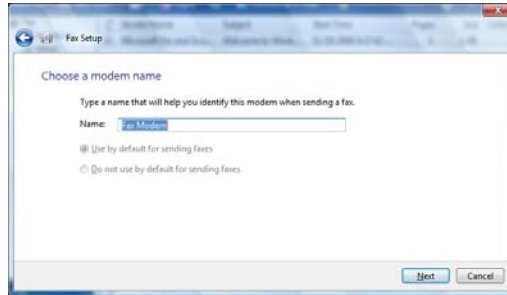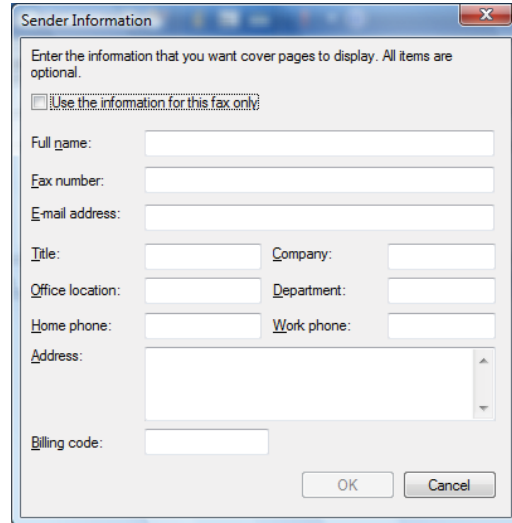

5   Type the name of the fax modem in the dialog box, then click Next. The *Choose how to receive faxes* screen opens.
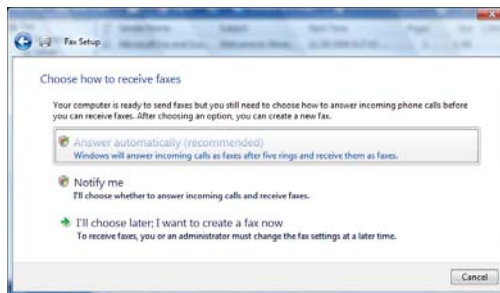
6   Click how you want to receive faxes, then click Unblock when the *Security Alert* window opens. The *New Fax* window opens.
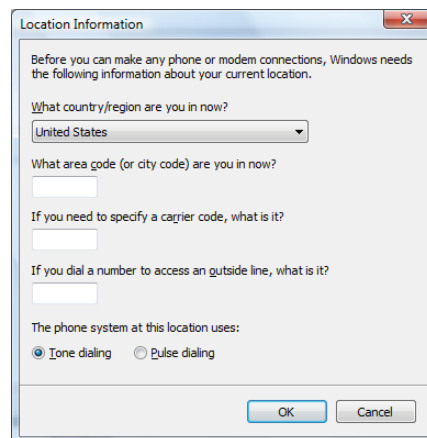
7   Create your fax, then open the Cover Page menu by clicking the arrow and selecting a cover page from the list. The *Sender Information* dialog box opens.

8   Type your information in the spaces provided, then click OK. The *New Fax* dialog box opens.

9   To enter optional dialing rule information, click Dialing Rule and select a rule from the menu. If you have not set up a dialing rule, select New Rule from the menu. The *Location Information* dialog box opens.

10   Type your location information, then click OK. The *Dialing Rules* dialog box opens.
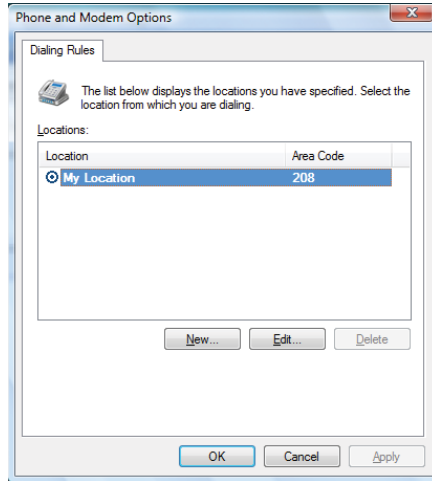
11   Highlight your location, then click Edit. The *Edit Location* dialog box opens.

12   Complete the location information, then click OK. You are returned to the *Dialing Rules* dialog box.

13   Click OK. The *New Fax* dialog box opens.

14   Enter, scan, or attach the fax information you want to send, then click Send.

Setting up your cover page template

You can create your own cover page template that you can use in place of the cover page templates that Windows Fax and Scan provides for you. To create a cover page template, you use the Fax Cover Page Editor. On this template, you insert information fields that automatically import values you enter in both the Send Fax Wizard and the Fax Configuration Wizard when you send your fax.

▶ To set up your fax cover page template:

1   Click ⊛ (Start), All Programs, then click Windows Fax and Scan. Windows Fax and Scan opens.

2   If Windows Fax and Scan is in Scan view, click Fax in the lower left corner of the window.

3   Click Tools, Cover Pages, then click New. The *Fax Cover Page Editor* opens.
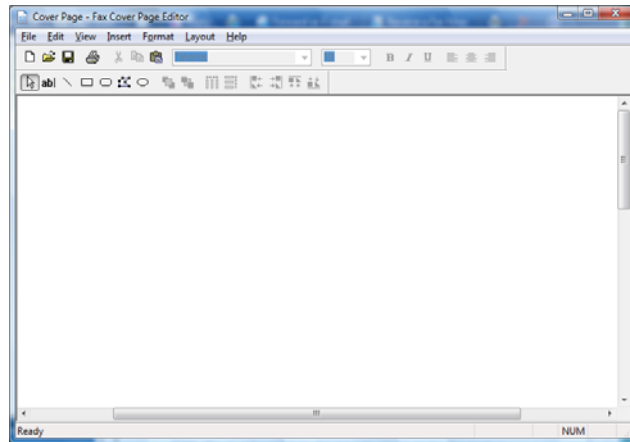
- If you want to include fields that are imported from the Send Fax Wizard or the Fax Configuration Wizard (such as To or From), add them to the page by using the Insert menu, then move them to the appropriate place on your template. You can also use the Insert menu to include information that is automatically calculated (such as number of pages or date and time sent).

- If you want to include text that always appears on your cover page (such as a letterhead or address), draw a box using the text box tool, type your text inside of it, then move the box to the appropriate place on your template.

- If you want to include a logo that appears on your cover page, copy it to the Windows clipboard, then paste it into the Cover Page Editor and move it to the appropriate place on your template.

4 To save your cover page template, click File, then click Save. The *Save As* dialog box opens with your personal cover pages folder already in the Save in list.

5 Type the new cover page template name, then click Save.

Faxing a scanned document or faxing from programs

▶ To fax a scanned document or to fax directly from most programs:

1 Scan the document using the program for your scanner, or open your document in the program it was created in.

2 Click File, then click Print. The *Print* dialog box opens.

3 Click the arrow button to open the Name list, then click the Fax printer.

4 Click Print. The Send Fax Wizard opens.

5 Complete the wizard by following the instructions in , or .

Canceling a fax

You can cancel a fax that you have set up to send at a time in the future.

▶ To cancel a fax that has not been sent:

1 Click ⊛ (Start), All Programs, then click Windows Fax and Scan. Windows Fax and Scan opens.

2 If Windows Fax and Scan is in Scan view, click Fax in the lower left corner of the window.

3 Click Outbox, then right-click the fax you want to cancel.

4 Click Delete to cancel the fax.

5 Click Yes.

Receiving and viewing a fax

▶ To receive and view a fax:

1 Click ⊛ (Start), All Programs, then click Windows Fax and Scan. Windows Fax and Scan opens.

2 If Windows Fax and Scan is in Scan view, click Fax in the lower left corner of the window.

3 To view a fax, click Inbox, then double-click the fax you want to view. The fax viewer opens, where you can view and print the fax.

CHAPTER 4
Playing and Creating Media Files

- Playing music and movies
- Creating audio files and music libraries
- Creating music CDs and video DVDs
- Creating and copying data discs
- Using Windows Media Center

Playing music and movies

Playing audio and video files

Windows Media Player can play several types of audio and video files, including WAV, MIDI, MP3, AU, AVI, and MPEG formats. For more information about using Windows Media Player, click Help.

▶ To play a file using Windows Media Player:

> **Shortcut**
> Start Á Computer Á find the file Á double-click the file

1   Click ⊛ (Start), All Programs, then click Windows Media Player. Windows Media Player opens.

2   Click Library, then double-click the media file you want to play.

Playback   Media library

3   Click one of the following to control playback:

Repeat   Rewind   Fast forward   Volume

Shuffle   Stop   Pause/Play   Mute
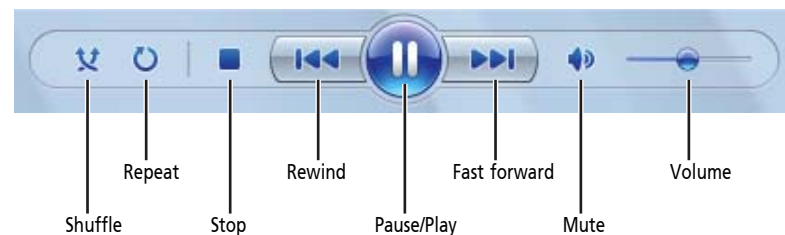
- Shuffle randomizes the playback order of the files in the playlist.
- Repeat starts playing the list over again after it reaches the end.
- Stop stops playback and rewinds the current file to the beginning.
- Rewind quickly rewinds the current file (when you click and hold it) or skips to the previous file in the playlist (when you click it).

- Pause/Play alternately pauses and resumes playback.
- Fast forward quickly fast forwards the current file (when you click and hold it) or skips to the next file in the playlist (when you click it).
- Volume adjusts the volume.

Playing optical discs

Optical discs are flat discs that use a laser to read and write data. CDs, DVDs, HD-DVDs, and Blu-ray Discs are all optical discs.

> **Important**
> Some music CDs have copy protection software. You may not be able to play these CDs on your notebook.
> To watch a DVD you must have a DVD-compatible drive in your notebook or connected to your notebook.

> **Help**
> For more information about playing optical discs, click Start, then click Help and Support. Type **playing discs** in the Search Help box, then press ENTER.

Playing an optical disc using Windows Media Player

Use Windows Media Player to listen to CDs or watch movies on DVDs, HD-DVDs, or Blu-ray Discs. For more information about using Windows Media Player, click Help.

▶ To play an optical disc:

> **Shortcut**
> Insert disc Á Windows Media Player automatically plays

1 Make sure that the speakers are turned on or headphones are plugged in and that the volume is turned up.

2 Insert an optical disc into the optical disc drive.

3   If a dialog box opens and asks you what you want your notebook to do with the disc, click Play. Windows Media Player opens and begins playing the disc.
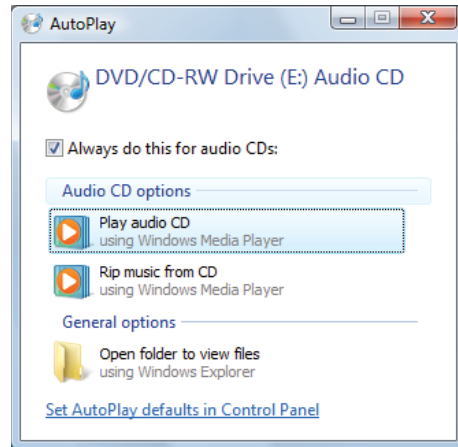
If Windows Media Player does not open automatically, click ⊞ (Start), All Programs, then click Windows Media Player. Windows Media Player opens.
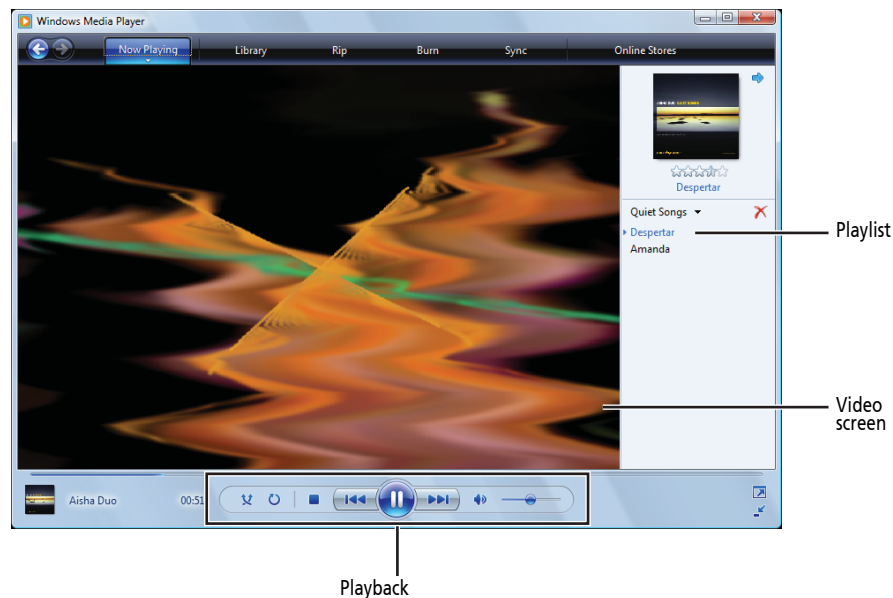
Playback

4   If the disc is not already playing, click ▶ (play).

5   Click one of the following to control playback:
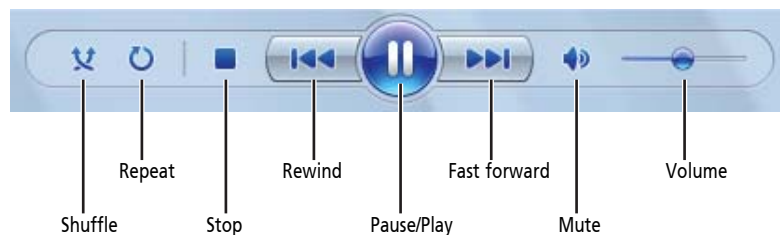
- Shuffle randomizes the playback order of the files on the disc.
- Repeat starts playing the disc over again after it reaches the end.
- Stop stops playback and rewinds the current file to the beginning.

- Rewind quickly rewinds the current file (when you click and hold it) or skips to the previous file on the disc (when you click it).
- Pause/Play alternately pauses and resumes playback.
- Fast forward quickly fast forwards the current file (when you click and hold it) or skips to the next file on the disc (when you click it).
- Volume adjusts the volume.

■

Creating audio files and music libraries

Creating music files

? Help
For more information about making or playing an audio recording, click Start, then click Help and Support. Type **recording audio** or **ripping** in the Search Help box, then press ENTER.

You can create several types of audio files for your listening enjoyment, including WAV, MP3, and WMA files.

Recording audio files

Sound recorder is a simple Windows program that lets you record and play audio files. For information about playing audio files, see "Playing audio and video files" on page 30.

▶ To record an audio file:

→ Shortcut
Start Á All Programs Á Accessories Á Sound Recorder

1 Plug a microphone into the microphone jack on your notebook. For the location of the microphone jack, see your notebook's *Reference Guide*.

-OR-

Use the built-in microphone available on select Gateway notebooks.

2 Click ⊛ (Start), All Programs, Accessories, then click Sound Recorder. The Sound Recorder opens.
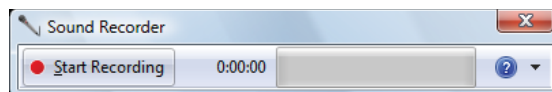
3 Click ● Start Recording, then speak or make other sounds into the microphone.

4 When you finish recording, click ■ Stop Recording. The *Save As* dialog box opens.
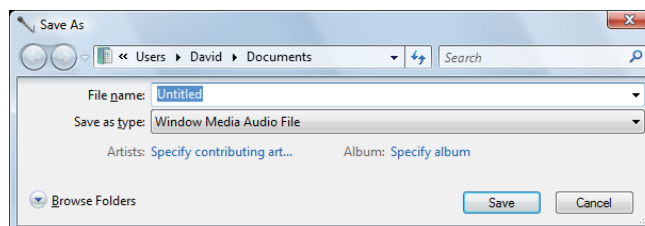
5 Type a name for the recording, specify the file type and location where you want to save the recording, then click Save. The recording is saved.

■

Creating WMA and MP3 music files

> ☑ **Important**
> Some music CDs have copy protection software. You cannot copy tracks
> from copy-protected CDs.

Using Windows Media Player, you can copy the tracks from a music CD to your notebook's hard drive as WMA or MP3 files. *WMA* and *MP3* are methods for digitally compressing high-fidelity music into compact files without noticeably sacrificing quality. WMA files end in the file extension *WMA*, and MP3 files end in the file extension *MP3*.

▶ To create WMA or MP3 files:

1   Click ⊛ (Start), All Programs, then click Windows Media Player.
    Windows Media Player opens.

2   Right-click the Rip tab, click Format, then click Windows Media Audio or mp3 to select the format you want for your music files.

3   Insert a music CD into your optical disc drive.

4   Click the Rip tab. The *Rip* screen opens.

5   Click to clear the check box for any track you do not want to record, then click Start Rip. Windows Media Player records the tracks to your hard drive. A progress bar appears next to each track as it is recorded.
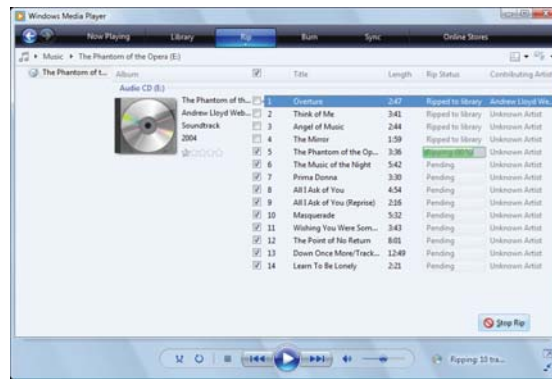
> 🖎 **Tip**
> For more information about ripping music from CDs, click the Rip
> tab, then click Help with Ripping.

∎

Building a music library

Use Windows Media Player to build a music library. You can organize your music *tracks* (individual MP3 or WMA audio files) by categories, find a track quickly by sorting, and add information to a music file.

You can add music tracks to your music library by:

• Creating MP3 or WMA files—When you create MP3 or WMA files from the tracks on your music CD, Windows Media Player automatically adds these files to your music library.

• Dragging and Dropping—Drag and drop files from Windows Explorer or your desktop to the music library.

> ⚠ **Caution**
> During the download process, WMA and MP3 files may become
> corrupt. If you are having trouble playing a downloaded file, try
> downloading the file again.

• Downloading files from the Internet—When you are connected to the Internet, WMA and MP3 files that you download are automatically added to your music library.

Editing track information

After you add a WMA or MP3 file to your music library, you can edit the track's *tags* (informational fields).

▶ To edit track information:

1 Click ⊛ (Start), All Programs, then click Windows Media Player. Windows Media Player opens.

2 Click the Library tab.

3 Right-click the track or album you want to edit, then click Advanced Tag Editor. The *Advanced Tag Editor* dialog box opens.
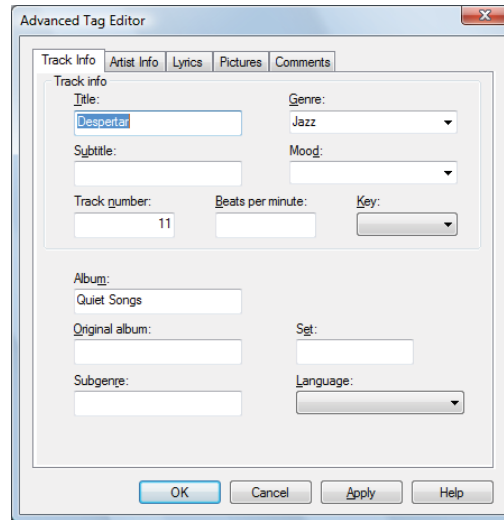
4 Enter track information such as Title, Artist, Album, and Genre, then click OK. The new track information appears in the Windows Media Player library.
∎

Creating music CDs and video DVDs

Creating a music CD

> ✓ **Important**
> We recommend that you do not use your notebook for other tasks while creating CDs or DVDs.
> If you record copyrighted material on a CD or DVD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

▶ To create a music CD using Windows Media Player:

1 Click ⊛ (Start), All Programs, then click Windows Media Player. Windows Media Player opens.

2 Insert a blank, writable CD into your recordable disc drive.

> ✓ **Important**
> Make sure that you use a writable CD for creating music CDs. Most automobile stereos will not play DVDs.

3 If a dialog box opens and asks you what you want your notebook to do with the disc, click × to close the box.

4 Right-click the Library tab, then click Music. The Music Library opens.

5   Click the Burn tab, then click and drag songs that you want to burn to CD from the Library to the Burn List.

Library   Burn List
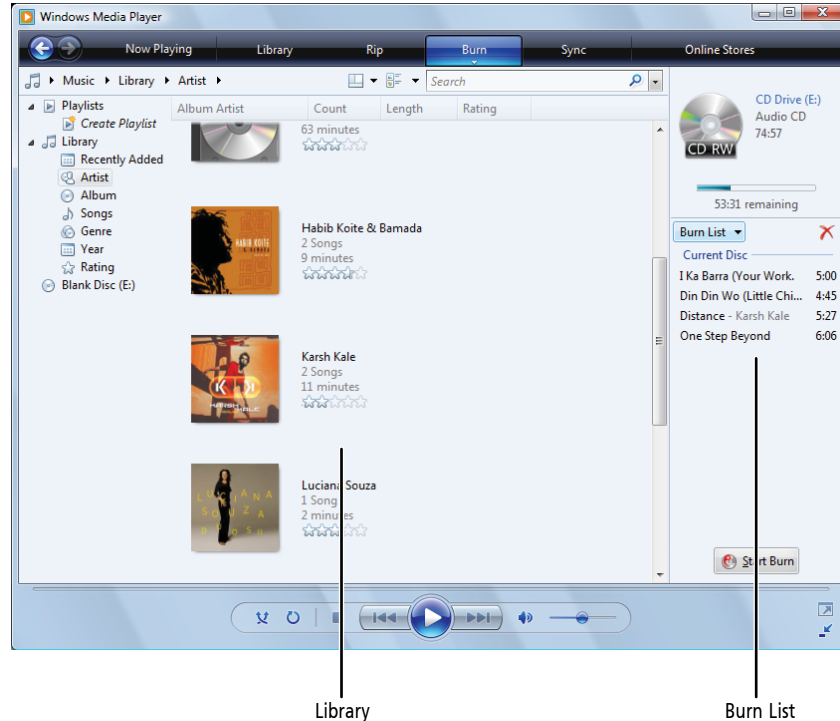
6   Click Start Burn. The music is recorded onto the blank CD.
∎

Creating a video DVD

If your notebook has Windows Vista Home Premium or Windows Vista Ultimate Edition, you can create video DVDs using Windows DVD Maker.

> ☑ **Important**
> We recommend that you do not use your notebook for other tasks while creating CDs or DVDs.
> If you record copyrighted material on a CD or DVD, you need permission from the copyright owner. Otherwise, you may be violating copyright law and be subject to payment of damages and other remedies. If you are uncertain about your rights, contact your legal advisor.

▶ To create a video DVD using Windows DVD Maker:

1   Insert a blank, writeable DVD into your recordable optical disc drive.

2   If a dialog box opens and asks you what you want your notebook to do with the disc, click × to close the box.

3   Click ⊞ (Start), All Programs, then click Windows DVD Maker. The Windows DVD Maker introduction window opens.
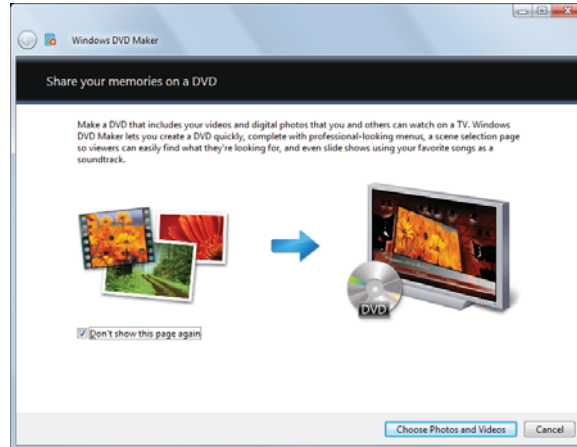
4   Click Choose Photos and Videos. The main screen opens.
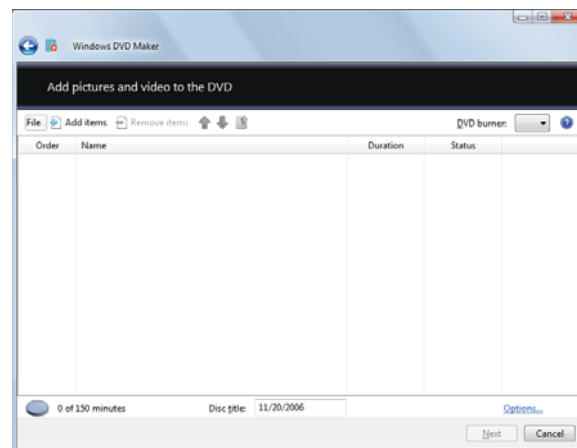
5   Click Add items. The *Add Items to DVD* dialog box opens.
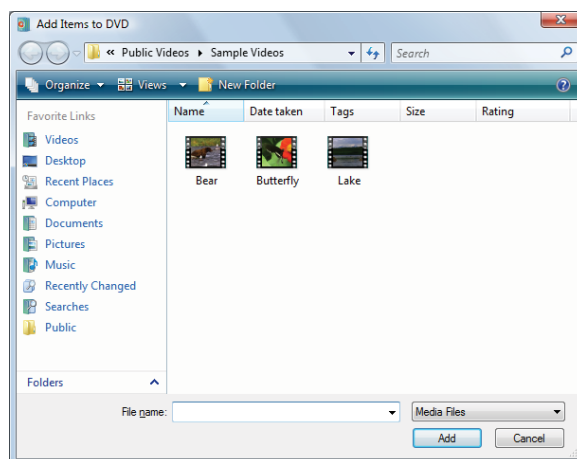
6   Find and select the videos you want to add to the video DVD, then click Add.
     The videos are added to the video list, and a graphic in the lower left corner
     of the window shows you how much disc capacity will be used.
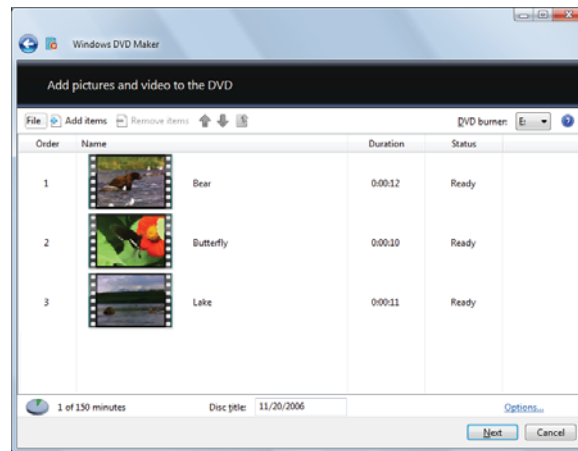
7   Click Next. The *Ready to burn disc* dialog box opens.
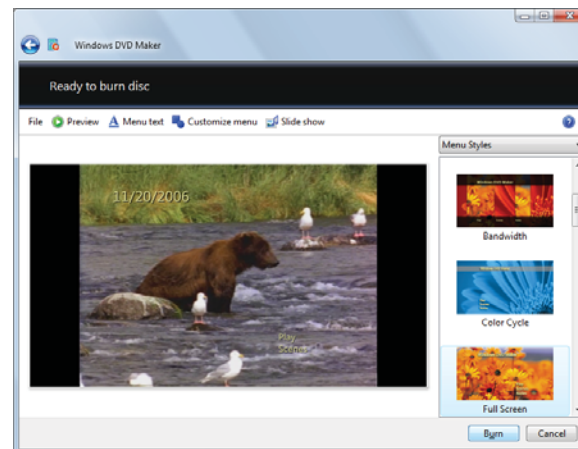
8   Click any of the following options to customize your video disc:

     • Preview shows how your DVD's opening menu will look using the current
       settings.
     • Menu text changes the disc title, font, and button names.
     • Customize menu changes the menu fonts, background and foreground
       videos, audio track, and button styles.
     • Slide show creates a slide show from photo files.

9   Click Burn. Your DVD is recorded.
     ■

Creating and copying data discs

You can burn two types of data discs:

- Live File System writes files immediately to the recordable disc, making it a one-step process like copying files to a flash drive. The resulting disc is compatible with Windows XP and later versions of Windows.
- Mastered copies files to a temporary folder before you tell your notebook to burn the files to the disc. Although this is a slower process than Live File System, the resulting disc is compatible with all operating systems.

The following instructions show you how to burn a disc using the Mastered format, which can be read by all computers, regardless of the operating system installed.

> **Help**
> For information about burning a disc using the Live File System format, click Start, then click Help and Support. Type **live file system** in the Search Help box, then press ENTER.

Creating a data disc

▶ To create a data disc:

1   Insert a blank, writable optical disc into your optical disc drive. The *Autoplay* dialog box opens.
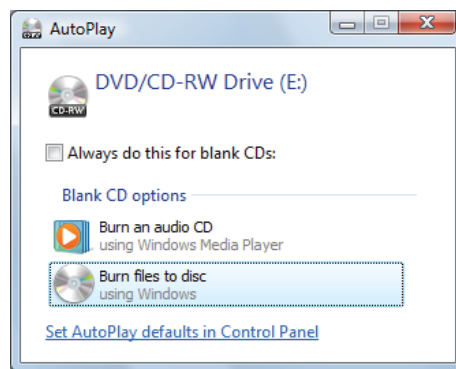
2   Click Burn files to disc. The *Prepare this blank disc* dialog box opens.

3   Type the title of the disc, then click Show formatting options.

4   Click Mastered, then click Next. An empty folder opens.

5   Open the folder that contains the files you want to burn to disc, then click and drag the files to the empty disc folder.

6   Click Burn to disc. The files are burned to the disc.
    ■

Using Windows Media Center

If your notebook has Windows Vista Home Premium or Windows Vista Ultimate Edition, you can use Windows Media Center to watch videos and movies, listen to music, and view photos. Media Center is a simplified, streamlined interface that is ideally suited for playing and managing media files.
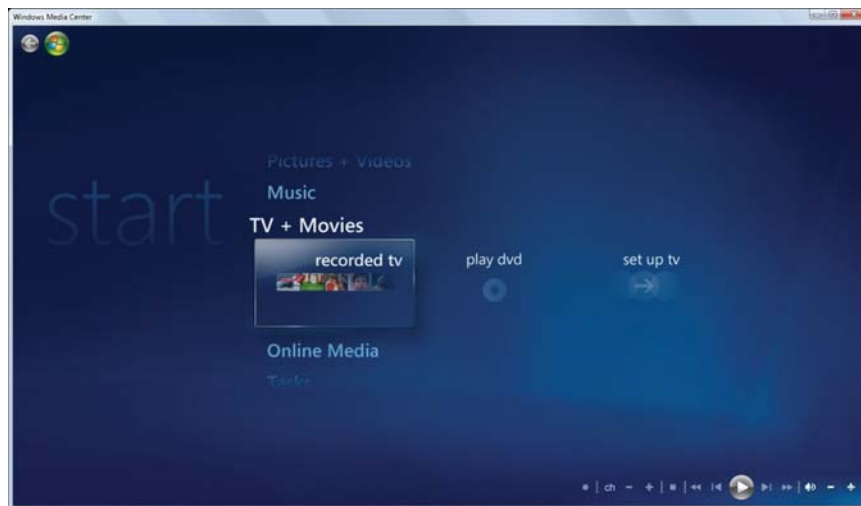
Starting Windows Media Center

▶ To start Windows Media Center:

1 Click ⊛ (Start), All Programs, then click Windows Media Center. The first time you start Windows Media Center, the *Welcome* screen opens.

2 For the easiest setup, click Express setup, then click OK. The Windows Media Center's main screen opens.

3 Use the arrow buttons on your keyboard to select a Media Center menu option, then press OK.

- TV + Movies lets you play TV programs you have recorded, play a DVD or Blu-ray movie, or set up your TV tuner card (if installed).
- Online Media lets you play online games.
- Tasks lets you set up your display and media types, shut down or restart your notebook, burn an optical disc (CD or DVD), and synchronize with another digital media device (such as an MP3 player).
- Pictures + Videos lets you view individual pictures, pictures in a slideshow, or select movies from your video library.
- Music lets you select songs from your music library, set up and use your FM radio tuner card (if installed), and play music playlists.

4 To exit Windows Media Center, click the × in the upper-right corner of the screen.

■

CHAPTER5

Networking Your Notebook

- Introduction to Networking
- Ethernet networking
- Bluetooth networking

Introduction to Networking

Networking terms you should know

DHCP—Dynamic Host Configuration Protocol (DHCP) lets a router temporarily assign an IP address to a computer on the network.

IP Address—Internet Protocol (IP) address is a number that uniquely identifies a computer on the network.

LAN—A local area network (LAN) is a computer network covering a local area, like a home or office. Wired and wireless Ethernet are common methods of creating a LAN.

PAN—A personal area network (PAN) is a computer network used for communication among computer devices (including cellular telephones, personal digital assistants, and printers) close to one person. A wireless personal area network (WPAN) is made possible with Bluetooth. The primary purpose of a WPAN is to replace USB or Firewire cables.

Subnet Mask—Subnet mask is a number that identifies what subnetwork the computer is located on. This number will be the same on all computers on a home network.

WAN—A wide area network (WAN) is a computer network that covers a broad geographical area. The largest and most well-known example of a WAN is the Internet.

Ethernet networking

Wired Ethernet networking

A wired Ethernet network consists of two or more computers connected together through an Ethernet cable. This connection type is commonly used in offices around the world and can be used to build computer networks in the home.

Ethernet, Fast Ethernet, or Gigabit Ethernet

> ☑ **Important**
> Check local code requirements before installing Ethernet cable or other wiring in your home or office. Your municipality may require you to obtain a permit and hire a licensed installer.

Ethernet is available at three different speeds. Standard Ethernet runs at 10 Mbps, Fast Ethernet runs at 100 Mbps, and Gigabit Ethernet runs at 1000 Mbps. Most home networks are built using Standard or Fast Ethernet components. Business networks are typically built using Fast or Gigabit Ethernet components.

To create a wired Ethernet network, you or your electrician must install special Ethernet cables in your home or office.

Using a router

The most common way to set up a wired Ethernet network is Dynamic Host Control Protocol (DHCP) using a router. A DHCP network configuration uses a router to automatically assign IP addresses to each computer or network device. For information on setting up a router, see the router's documentation.

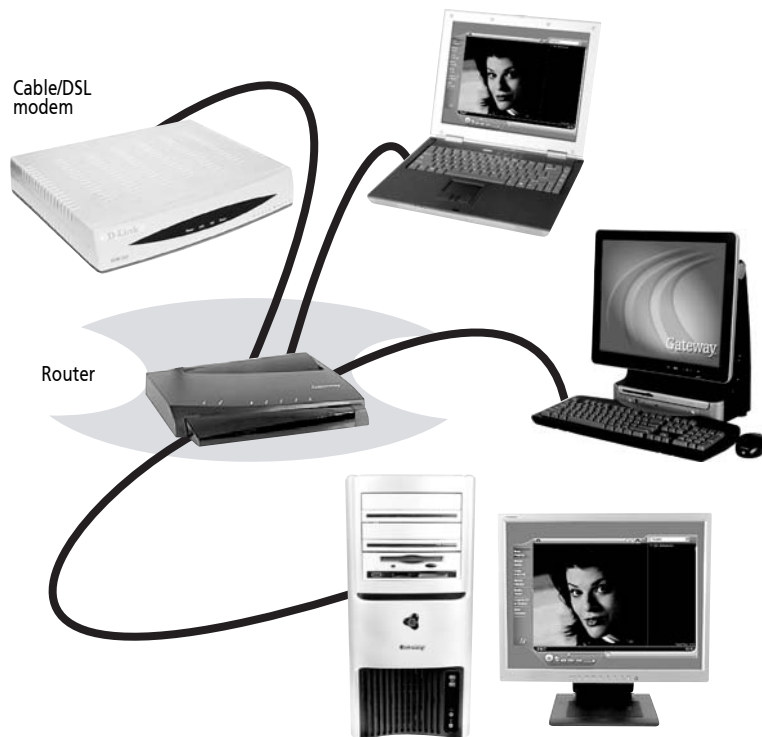Example router-based Ethernet network

The following is an example of a wired Ethernet network. The network is made up of a router, a cable or DSL modem, your computers, and cables connecting each of these components. The router is the central control point for the network.

> **Tip**
> To add the ability to access a wireless Ethernet network to your wired Ethernet network, connect an access point to the router or use a router that has a built-in access point.

Attached to the router are all of your computers or Ethernet-ready devices. Also connected to the router is a cable or DSL modem that provides access to the Internet.

Cable/DSL modem

Router

Equipment you need for a router-based Ethernet network

> **Important**
> For best results, all Ethernet components should be either standard Ethernet (10 Mbps), Fast Ethernet (100 Mbps or 10/100), or Gigabit Ethernet (1000 Mbps or 10/100/1000). A mixture of components rated at different speeds will result in your network running at the speed of the slowest rated component.

For a wired Ethernet network you need:
- Two or more computers with Ethernet jacks
- One router
- One broadband Internet connection (optional)
- Ethernet cables connecting all of the network equipment

When buying your router, be sure the model includes everything your network needs, including:
- Internet security features, such as a firewall, to protect your network from unwanted intruders
- 4-port switch to eliminate the need for additional network hardware
- DHCP server/dynamic IP address assignment to automatically configure network and IP addresses

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Determining if an Ethernet card is already installed on your computer

▶ To determine if an Ethernet card is already installed on your computer:

1 Click ⑧ (Start), then click Control Panel. The *Control Panel* window opens.

2 Click System and Maintenance, then click System.

3 Click Device Manager from the task list on the left. The *Device Manager* window opens.

4 Click the plus (+) in front of Network adapters. The Ethernet device installed in your computer is listed. If one is not listed, you must install one.
    ■

Setting up wired Ethernet network hardware

Making sure your broadband connection works

☑ **Important**
If you do not have a broadband connection already installed, make the necessary arrangements with your ISP. Be sure to find out how soon after the installation the line will be activated.

Broadband Internet settings differ from ISP to ISP. Before you begin setting up your network, you should contact your ISP for any specific instructions they have for setting up a network.

Before you change anything about your home setup, make sure that your broadband connection is working correctly. To test the connection, log onto the Internet using your current setup. If the connection is not working, contact your Internet service provider.

Installing Ethernet cards and drivers

After you have determined the type of Ethernet you are using for your network, you need to install Ethernet cards and drivers on the computers that do not have Ethernet already installed.

Use the documentation that comes with your Ethernet cards for instructions on installing the card and any required drivers.

Plug your Ethernet cable into your computer's jack and the router or the cable or DSL modem at this point, if you have not already done so.

Connecting network cables

We recommend using category 5 (Cat 5), unshielded, twisted-pair cable (approximately 1/4-inch diameter with a thin outer-jacket, containing eight color-coded wires), and equipment compatible with this type of cable. This type of cable is equipped with RJ-45 connectors (like a large telephone jack connector, but with eight pins) on each end.

Cat 5 cables are available in two different types; straight-through cables, used to connect computers to a router, and crossover cables, used to connect two computers.

To determine which type of cable you have, hold both ends of the cable with the connectors facing away from you and with the spring clip on the bottom. For straight-through cable, the wires on both connectors are attached to copper pins in the same order (same colors, left to right). For a crossover cable, the wires on each connector are attached to the copper pins in a different order (different colors, left to right).

Setting up a network using a router

If you are setting up a network for more than two computers and you will be connecting your network to a high-speed Broadband Internet connection (cable or DSL modem), we recommend the use of a router. A router lets you access the Internet connection from any network computer. The router can assign IP addresses to the computers on the network and can provide firewall protection for your network as well.

In addition to a router, you need a straight-through cable for each computer you want to connect to the network.
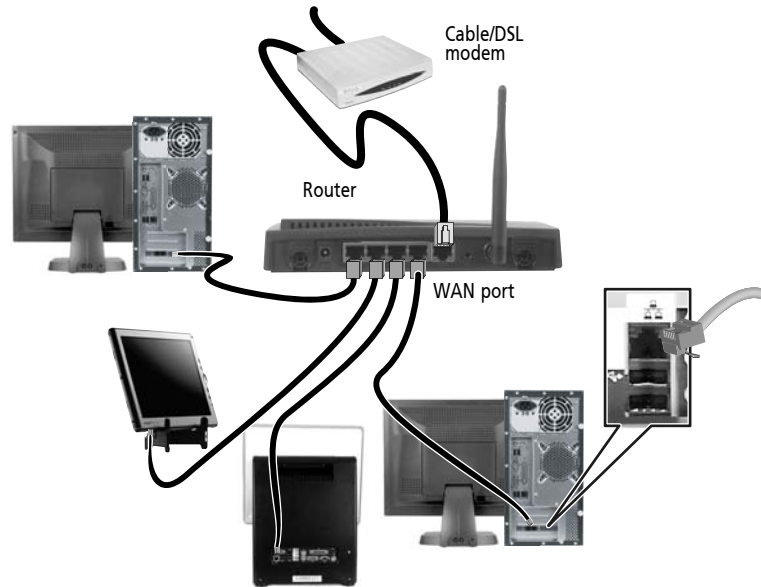
▶ To set up a network using a router:

1   Plug one end of the power adapter into the AC connector on the router and the other end into a grounded, 110V electrical outlet.

2   Turn on your computers.

3   Plug one end of a straight-through network cable into any numbered port on the router (except the WAN port). The WAN port is used to connect the router to the DSL or cable modem and is identified by a label or a switch. Plug the other end of the cable into the network jack on the computer. As each computer is connected to the router, the corresponding green indicator should light on the front of the router, indicating a good connection.

4   Repeat Step 3 for each computer on the network.

5   For an Internet connection, plug a straight-through cable into the WAN port on the router and the other end into the Ethernet jack on the DSL or cable modem.

■

Wireless Ethernet networking

Wireless Ethernet networking is the latest advance in computer communication. With a wireless home network, you can set up your computer wherever you like.

A wireless Ethernet network uses radio waves to communicate. Typically, a wireless Ethernet network is made up of an access point, a cable or DSL modem (for Internet access), and your wireless computers.

Wireless Ethernet standards

Current wireless Ethernet standards include the following:
- 802.11a — 54Mbps
- 802.11b — 11Mbps
- 802.11g — 54Mbps
- 802.11n — 540Mbps

Speed is not the only issue if you decide to use equipment with different standards. Compatibility can also be an issue. Take the following into consideration when you purchase wireless equipment:

Access point	Wireless cards supported
802.11a	802.11a only
802.11b	802.11b only
802.11g	802.11b and 802.11g
802.11n	802.11b, 802.11g, and 802.11n

Using an access point

An access point is a small electronic device that serves as the central control point for your network. You connect your modem to the access point, set up a network connection, then browse the Internet, send e-mail, share files and folders with other networked computers, and access other devices, like a printer or scanner.

Cable or DSL modem
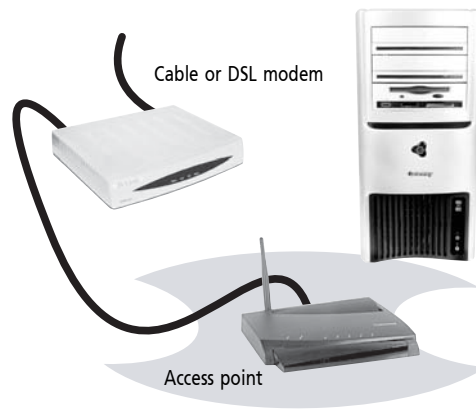
Access point

Equipment you need for an access point-based network

> **Tip**
> When you buy your access point, make sure it has:
> - IEEE 802.11n support. 802.11n is the fastest method for wireless communications. 802.11n is compatible with the older IEEE 802.11g and IEEE 802.11b formats but not with the competing IEEE 802.11a format. Make sure that you get the correct format that matches your computer.
> - DHCP server/dynamic IP address assignment capability that makes it easier to set up and access your network.
> - Internet security features like a firewall to keep intruders out of your network.
> - Wireless security features like SecureEasySetup™ or 128-bit WEP encryption.

For a wireless Ethernet network you need:
- Your Gateway computer with a wireless Ethernet network card installed
- A broadband Internet connection (optional)
- An access point

Determining if a wireless Ethernet device is already installed on your computer

▶ To determine if a wireless Ethernet card is already installed on your computer:

1 Click ⊛ (Start), then click Control Panel. The *Control Panel* window opens.

2 Click System and Maintenance, then click System.

3 Click Device Manager from the task list on the left. The *Device Manager* window opens.

4 Click the plus (+) in front of Network adapters. The wireless Ethernet device installed in your computer is listed. If one is not listed, you must install one.

∎

Setting up wireless Ethernet network hardware

Making sure your broadband connection works

✓ **Important**
If you do not have a broadband connection already installed, make the necessary arrangements with your ISP. Be sure to find out how soon after the installation the line will be activated.

Broadband Internet settings differ from ISP to ISP. Before you begin setting up your network, you should contact your ISP for any specific instructions they have for setting up a network.

Before you change anything about your home setup, make sure that your broadband connection is working correctly. To test the connection, log onto the Internet using your current setup. If the connection is not working, contact your Internet service provider.

Installing wireless cards and drivers

After you have determined the type of wireless equipment you are using for your network, you need to install wireless cards and drivers on the computers that do not have them already installed.

Use the documentation that comes with your wireless cards for instructions on installing the cards and any required drivers.

Setting up your access point

A wireless Ethernet network sends and receives information through radio waves. This means that another computer outside your network can intercept the radio waves and take control of your network.

If you do not set up security for your network, a *hacker* can gain access to your Internet connection to send spam e-mail and to your hard drive to download viruses or view your personal data, like credit card numbers, Social Security numbers, and personal online banking information.

Check your access point documentation for information about installing the access point and setting network security.

Establishing your Ethernet network connection

Naming the computers and the workgroup

✓ **Important**
You must give each computer on the network a unique Computer Name and the same Workgroup Name.

Make sure that you have set up your router (wired network) or access point (wireless network). If you are setting up a wired network, make sure that you have connected the network cabling.

▶ To identify this computer on the network:

1 Click ⊛ (Start), then click Control Panel. The *Control Panel* window opens.

2 Click System and Maintenance. The *System and Maintenance* window opens.

3 Click System, then click Change Settings in the Computer Name, Domain and Workgroup settings area. The *System Properties* dialog box opens.

4 Click Change.

5   If your computer does not already have a name, type a unique computer name in the Computer name box. This name identifies the computer to other users on the network. Use a computer name of up to 15 characters with no blank spaces. Each computer name must be unique on your network. All-numeric computer names are not allowed. Names must contain some letters.

6   Type a name for your workgroup in the Workgroup box. Use a workgroup name of up to 15 characters with no blank spaces. The workgroup name must be the same for all computers in your network workgroup, and the name must be different than any computer name on your network.

7   Click OK. When you are prompted to restart your computer, click Restart Now.

   ■

Configuring the TCP/IP protocol

A networking protocol is a language computers use to talk to each other. One of several available protocols must be set up on each computer you plan to use on your network. We recommend you use the Transmission Control Protocol/Internet Protocol (TCP/IP), which is widely accepted and compatible for local area networks (LANs), as well as for Internet communications.

When networking is set up in Windows Vista™, TCP/IP is automatically installed as the default protocol.

Using a DHCP server

In order to use the TCP/IP protocol on a computer with a router or access point router, the protocol must be set to "Obtain an IP address from a DHCP server." This is typically preset when you receive your computer.

Configuring your router

After you have named your computers and set up TCP/IP on them, you can configure your router using your Web browser. For instructions, see your router's documentation.

Connecting to a wireless Ethernet network

✓ **Important**
Each computer on your network needs a unique Computer Name. All the computers on your network need the same Workgroup Name. You may have already named your computer and workgroup the first time you turned on your computer.

Connecting to your network

? **Help**
For more information about connecting to your network, click Start, then click Help and Support. Type the following keywords in the Search Help box, then press ENTER.
• Connect to an available network
• Manually add a wireless Ethernet network
• Connecting to wireless Ethernet network.

After you have named your computer and workgroup, you need to set up the network connection on your computer.

▶ To connect to your wireless Ethernet network:
1   Click ⊛ (Start), then click Network. The *Network* window opens.
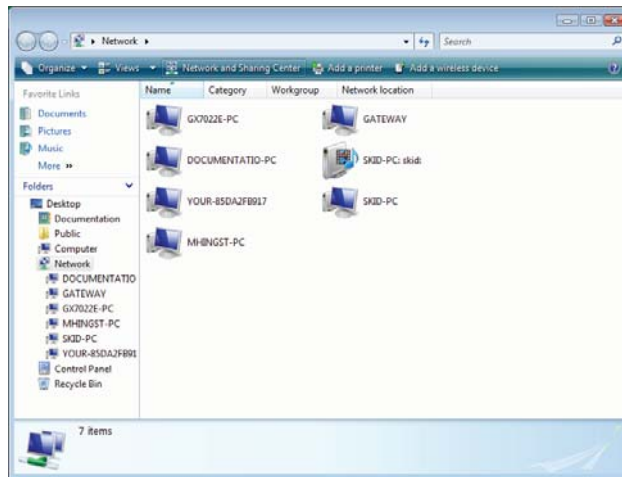
2   Click Network and Sharing Center. The *Network and Sharing Center* window opens.
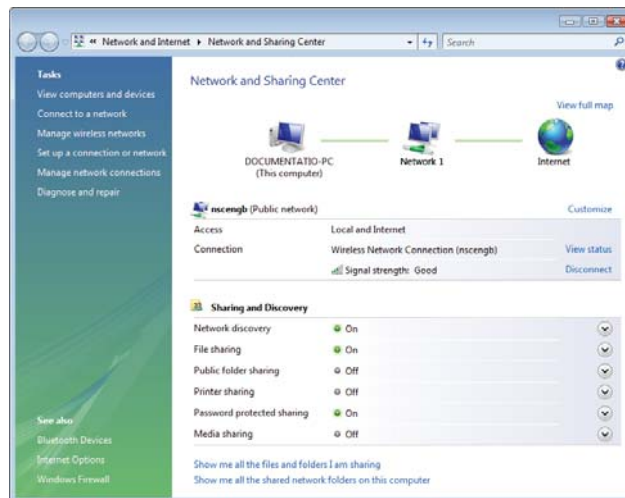
3   Click Connect to a network on the left of the window. The *Connect to a network* dialog box opens.

49
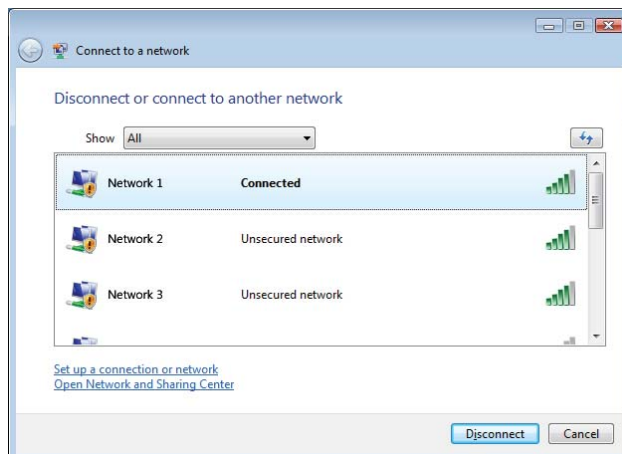
4   Click a network, then click Connect.

If you can see the network name, but you cannot connect to it, your network is using security. Right-click on the network, then click Properties. Modify the security settings to match the settings you set on your access point.
■

Wireless security

For information on wireless security, refer to the documentation that came with your access point.

> **? Help**
> For more information about wireless network security methods, click Start, then click Help and Support. Type **wireless network security methods** in the Search Help box, then press ENTER.

Testing your network

Now that your home network is set up, log onto one of your computers and access a favorite Internet Web site.

If you are unable to connect to the Internet:

- Click ⊕ (Start), Control Panel, Network and Internet, then click Network and Sharing Center. Select Diagnose and Repair on the left of the window. Take any actions suggested.
- If you are using a wired Ethernet network, check all physical cable connections.
- Make sure that your router or access point is plugged in and compare the status lights on the front of the router or access point with the patterns described in the router or access point documentation.
- Temporarily turn off any firewall software on your desktop computer.
- Turn off all of the devices, then power them back on.
- Refer to your router's or access point's troubleshooting information.
- Contact your Internet service provider.

Adding a printer to your network

Instead of plugging a printer into each of your computers, you can add a printer to your network. To add a printer to the network, do one of the following:

- Connect your printer to a networked computer, then share the printer. For information about sharing printers, see "Sharing drives and printers" on page 50.
- Connect your printer to your router or access point if the router or access point includes a USB or parallel port. For more information, see the instructions that came with your router or access point.
- Use a printer that has built-in networking.
- Use a print server.

Sharing resources

With a network, you can share your Internet connection, drives, and printers.

Sharing drives and printers

With a network, you can *share* drives (for example hard drives and DVD drives) and printers among the computers connected to the network.

> **✓ Important**
> To share a printer among the network computers, each computer must have the shared printer's drivers installed. Follow the instructions included with your printer to install the printer drivers on each computer.

After the drives and printers on each network computer are shared, you can access them as though they were attached directly to your computer. Then you can:

- View a network drive
- Open and copy files stored on other network computers
- Print documents on network printers

Sharing drives or folders

▶ To share drives or folders:

1   Click ⊕ (Start), then click Computer.

2   Right-click the drive or folder that you want to share, then click Share. The Properties dialog box opens.

    If you share a drive, the entire contents of that drive will be available to everyone on your network. If you share a folder, only the contents of that folder will be available to everyone on the network.

3   Click the Sharing tab.
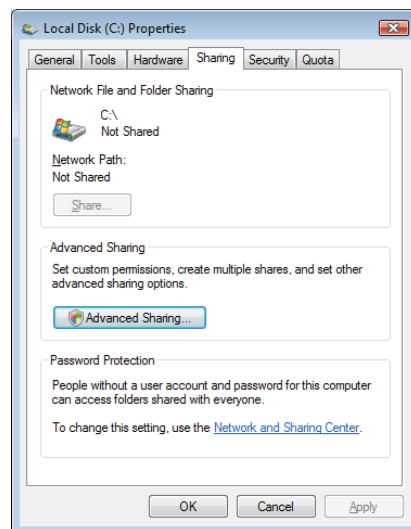
4   Click Share.

    -OR-

    If Share is grayed out, click Advanced Sharing to set sharing for this drive or folder.

5   Click OK, then click Close.
    ■

Un-sharing drives and folders

▶ To un-share drives or folders:

1   Click ⊕ (Start), then click Computer.

2   Right-click the drive or folder that you want to un-share, then click Share.

3   Click Advanced Sharing, then click Share this folder (or drive) to uncheck the box.

4   Click Apply, then click OK.
    ■

Sharing printers

▶ To share printers:

1 Click ⓐ (Start), then click Control Panel. The *Control Panel* window opens.

2 Under Hardware and Sound, click Printer The *Printers* window opens.

3 Right-click the name and icon of the printer you want to share, then click Sharing on the menu.

4 On the Sharing tab, click Share this printer, then click OK.

■

Using the network

After the drives and printers on each network computer are shared, you can:

• View shared drives and folders
• Map a network drive
• Open and copy files stored on other network computers
• Print documents on network printers

Viewing shared drives and folders

? Help
For more information about workgroups, click Start, then click Help and Support. Type **workgroups** in the Search Help box, then press ENTER.

▶ To view shared drives and folders:

1 Click ⓐ (Start), then click Network. The *Network* window opens.

2 If no drives or folders are displayed, click the option bar under the menu bar, then click Turn on network discover and file sharing.

3 Double-click the name of the computer containing the drive or folder you want to view. All shared drives and folders are listed.

■

Creating a shortcut to a network drive

After a shortcut is created on a computer for a drive or folder on another computer, the contents of the drive or folder can be accessed as if the drive were attached directly to the computer.

For example, a shortcut is created on computer 2 to the Documents folder on computer 1. To access the Documents folder on computer 1 from computer 2, double-click the shortcut icon.

▶ To map a network drive:

1 Locate the drive or folder by completing the steps in "Viewing shared drives and folders" on page 52.

2 Right-click the drive or folder, then click Create Shortcut. A shortcut is created for the drive or folder and the icon for the shortcut is placed on your desktop.

3 Click X to close the window.

■

Opening files across the network

▶ To open files across the network:

1 Start the program for the file you want to open.

2 Click File, then click Open.

3 Browse to the network drive that contains the file you want to open.

4   Double-click the folder containing the file, then double-click the file.
        ■

Copying files across the network

▶ To copy files across the network:
1   Click ⊕ (Start), then click Computer. The *Computer* window opens.
2   Browse to the network drive that contains the file you want to copy.
3   Browse to the file you want to copy.
4   Right-click the file, then click Copy.
5   Right-click the folder where you want to copy the file to, then click Paste.
        ■

Printing files across the network

> ☑ **Important**
> Before you can print a file across the network, you must install the driver for the printer on the computer you are sending the file from. You can obtain the printer driver and installation instructions from the CD that shipped with your printer or from the manufacturer's Web site.

▶ To print files across the network:
1   Open the file you want to print, then click Print.
2   Click the arrow button to open the printer name list, then click the network printer.
3   Click Print.
        ■

Bluetooth networking

You can use Bluetooth to communicate with other Bluetooth-enabled devices. These devices may include printers, MP3 players, cellular telephones, and other computers. Bluetooth lets you transfer information between these devices without the use of a USB or Firewire cable. To access a Bluetooth-enabled device, you must install the device, then connect to the Bluetooth personal area network.

> ☑ **Important**
> Your notebook may have a Bluetooth radio built-in. If you are using a desktop computer or if your notebook does not have built-in Bluetooth, you can purchase a Bluetooth adapter to connect to a USB port on your computer.

▶ To install a Bluetooth enabled device:
1   Turn on your Bluetooth radio and the Bluetooth device.
2   Click ⊕ (Start), Control Panel, then click Hardware and Sound.
3   Click Bluetooth Devices.
4   Click Add, then follow the on-screen instructions.
        ■

▶ To install a Bluetooth printer:
1   Turn on your Bluetooth radio and the Bluetooth printer.
2   Click ⊕ (Start), Control Panel, then click Hardware and Sound.
3   Click Add a printer.
4   Click Add a network, wireless, or Bluetooth printer, click Next, then follow the on-screen instructions.
        ■

▶ To connect to a Bluetooth personal area network:

1   Turn on your Bluetooth radio and the Bluetooth device.

2   Click ⊛ (Start), Control Panel, then click Network and Internet.

3   Click Network and Sharing Center.

4   Click Manage Network Connections. The *Network Connections* window opens.

5   Under Personal Area Network, click Bluetooth Network Connection.

6   On the toolbar, click View Bluetooth network devices. The *Bluetooth Personal Area Network Devices* dialog box opens.

7   Under Bluetooth devices, click that device you want to connect to, then click Connect.

■

? Help
For more information about Bluetooth, click Start, then click Help and Support. Type **Bluetooth** in the Search Help box, then press ENTER.
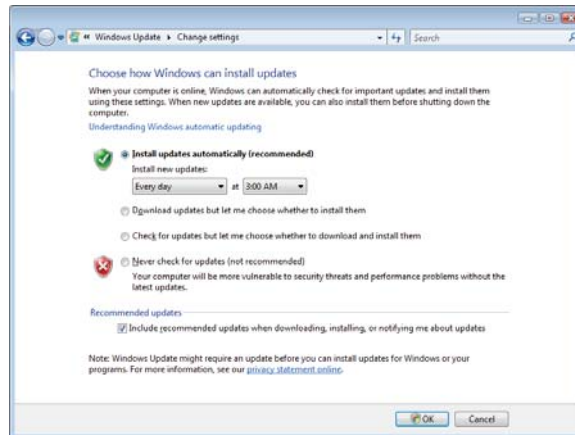
CHAPTER6

Protecting Your Notebook

- Hardware security
- Data security
- Security updates
- Traveling securely

Hardware security

You probably purchased your notebook so you can take it with you. Because it's light-weight and compact, it's easy to carry. But these features also make it easy for someone else to steal. You may be able to replace your notebook with a call to your insurance agent, but you cannot replace the information stored on your notebook.

Kensington lock slot

The first step in computer security is preventing your notebook from being stolen.

Attach a cable lock to the Kensington lock slot on your notebook, then wrap the cable lock around a solid object like the leg of a desk or table. You can buy a cable lock at most electronics stores and many department stores.

For the location of the Kensington lock slot, see your *Reference Guide*.
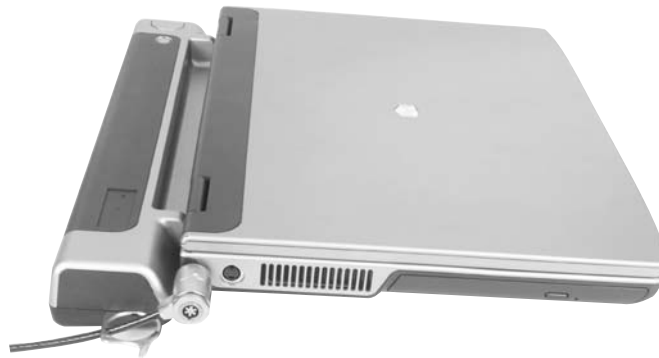
Data security

The second step in computer security is keeping your data safe and secure.

Startup and hard drive password

Use a startup and hard drive password to keep other people from using your notebook. You have to enter your password when you turn on your notebook or access your files.

These passwords are set in your notebook's BIOS setup utility. Use a password that you can remember but that would be hard for someone else to guess.

> **Tip**
> For instructions on creating a startup and hard drive password, see your notebook's *Reference Guide*. Make sure that you use a password you can remember. The password feature is very secure, and you cannot bypass it. If you forget your password, you will have to return your notebook to Gateway so we can reset it.

Windows user accounts

Windows lets you set up a user account for each person who uses your notebook. When you set up user accounts, Windows sets up a Documents folder for each account. You can assign a password to each account so only the account owner can access files in the Documents folder.

When you set up a user account, you can also limit the programs that a user can install or run.
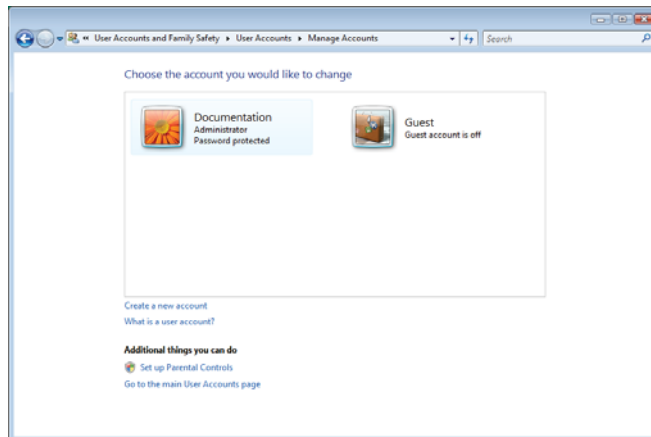
> **Help**
> For more information about Windows user accounts, click Start, then click Help and Support. Type **user accounts** in the Search Help box, then press ENTER.

Protecting your notebook from viruses

A *virus* is a program that attaches itself to a file on a computer, then spreads from one computer to another. Viruses can damage data or cause your computer to malfunction. Some viruses go undetected for a period of time because they are activated on a certain date.

Protect your computer from a virus by:

- Subscribing to Norton 360 for regular virus and spyware protection updates.

- Using Norton 360 to check files and programs that are attached to e-mail messages or downloaded from the Internet.

- Checking all programs for viruses before installing them.

- Disabling macros on suspicious Microsoft Word and Excel files. These programs will warn you if a document that you are opening contains a macro that might have a virus.

- Making sure that the Windows Security Center is configured to provide you with the highest level of protection.

> **Tip**
> For more information about modifying security settings, see "Modifying security settings" on page 59.

> **Help**
> For more information about protecting your notebook against viruses, click Start, then click Help and Support. Type **viruses** in the Search Help box, then press ENTER.

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How to scan for and remove Internet threats

Using Norton Internet Security

Norton Internet Security automatically scans your PC regularly to keep you protected but you can manually run a scan for viruses, spyware and other online threats:

1   Click ⊛ **(Start), All Programs, Norton Internet Security** then click **Norton Internet Security**. Norton Internet Security opens.

2   Click, **Scan Now**. A pop-up window opens. Choose which scan you would like to run.

Norton Internet Security scans your computer for viruses and spyware and removes any that it finds. When the scan is finished, a summary of fixed problems appears.

> ☑ **Important**
> Extend your Norton Internet Security subscription before it expires to remain protected against online threats.

■

Using Windows Security Center

Windows Security Center helps protect your notebook through:

- A firewall
- Automatic Windows updates
- Third party virus protection software
- Security options in Internet Explorer

Modifying security settings

▶ To modify security settings:

1   Click ⊕ (Start), Control Panel, then click Security.

2   Click Security Center. The *Windows Security Center* dialog box opens.
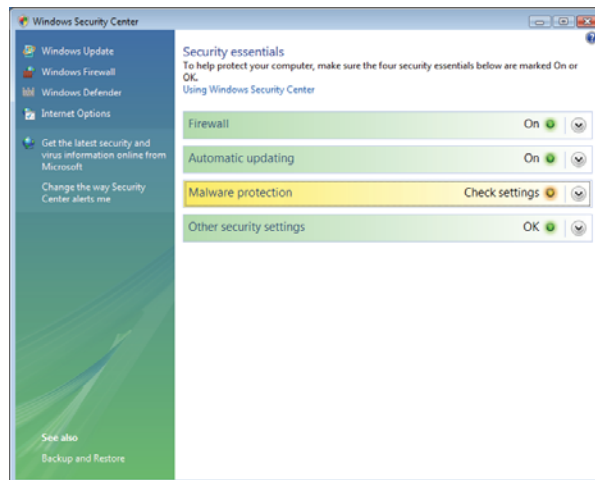
3   Click:

- Windows Update to run Windows Update or modify the Windows Update settings.
- Windows Firewall to prevent outsiders from accessing the information on your notebook.
- Windows Defender to scan your notebook for malicious or unwanted software that may have been placed on your notebook either from an Internet web site or from other programs that you have installed.
- Internet Options to prevent certain programs from running on your notebook that might be found on Web sites.

> **? Help**
> For more information about Windows Security Center, click Start, then click Help and Support. Type **security center** in the Search Help box, then press ENTER.

For more information about the Windows Security Center, click Get help about Security Center.

59

Security updates

To keep your notebook secure, you need to keep Windows and your notebook's system software up to date.

Windows Update

If a hacker finds a way to bypass the security features built into Windows, Microsoft creates a high-priority Windows update to fix the problem. You should update Windows regularly to keep your notebook secure.

▶ To update Windows:

1   Click ⊕ (Start), Control Panel, then click Security.

2   Click Security Center. The *Windows Security Center* dialog box opens.

3   Click Windows Update. Windows checks the Microsoft web site to see if any updates are available.
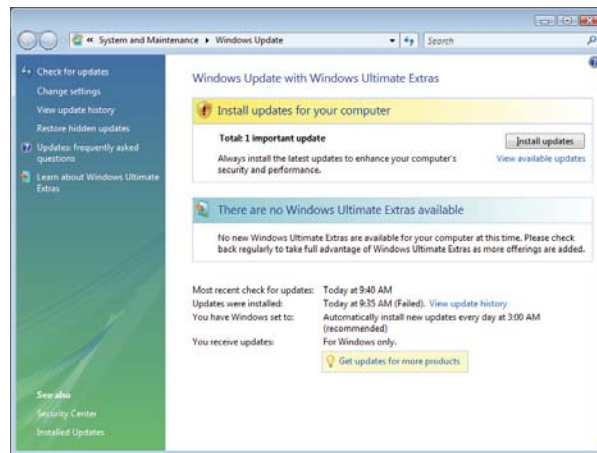
4   Click:

•   Install Updates to download and install updates on your notebook. These updates include security updates.

•   Install Extras to download additional Windows software for your notebook.

> **? Help**
> For more information about Windows Update, click Start, then click Help and Support. Type **Windows update** in the Search box, then press ENTER.

■

Scheduling automatic updates

Use the Windows Security Center to schedule automatic updates. Windows can routinely check for the latest updates for your notebook and install them automatically.

▶ To schedule automatic updates:

1   Click ⊕ (Start), Control Panel, then click Security.

2   Click Security Center. The *Windows Security Center* dialog box opens.

3   Click Windows Update.

4   Click Change Settings. The *Change Settings* dialog box opens.

5   Make your changes to the schedule settings, then click OK.
    ■

Traveling securely

For information about traveling securely with your notebook, see "Traveling with Your Notebook" in your *Reference Guide*.

CHAPTER7
Customizing Windows

- Changing screen settings
- Changing system sounds
- Changing mouse, touchpad, or pointing device settings
- Adding and modifying user accounts
- Changing accessibility settings
- Setting up parental controls

Changing screen settings

Adjusting the color depth and screen area are two of the most basic display settings you may need to change. You can also adjust settings such as the screen background and screen saver.

Changing color depth and screen resolution

Color depth and screen resolution are two of the most basic screen settings you may need to change to suit your needs.

Color depth is the number of colors your notebook uses to display images on your screen. Most images look best displayed with the maximum number of colors available. If the color in your images seems "false" or "jumpy," especially after you have played a game or run a video-intensive program, check the color depth setting and return it to the highest color setting, if necessary.

Screen resolution is the number of pixels (individual colored dots) your notebook uses to display images on your screen. The higher the resolution, the more information and screen components (such as icons and menu bars) can be displayed on the screen.

? Help

For more information about adjusting the screen, click Start, then click Help and Support. Type **adjusting monitor settings** in the Search Help box, then press ENTER.

▶ To change the color depth or screen resolution:

1 Click ⊛ (Start), Control Panel, then under Appearance and Personalization, click Adjust Screen Resolution. The *Display Settings* dialog box opens.
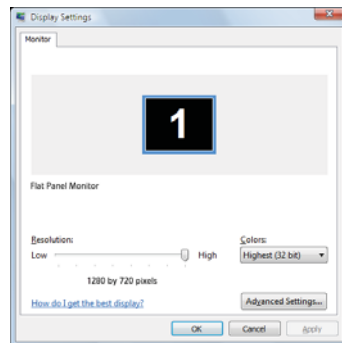
2 To change the color depth, click the Colors list, then click the color depth you want.

- Low (8-bit) = 256 colors
- Medium (16-bit) = 65,500 colors
- Highest (32-bit) = 16,700,000 colors

3 To change the screen resolution, drag the Resolution slider to the size you prefer.

4 Click Apply. If the new settings do not look right, click No. If the new settings make the screen illegible and you cannot click No, the settings return to their previous values after several seconds.

5 Click OK, then click Yes to save your changes.

∎

Changing the appearance of windows and backgrounds

You can change the appearance of Windows desktop items, such as the colors of windows and dialog boxes and the color and design of the desktop background.

▶ To change Window colors and effects:

1   Click ⊛ (Start), Control Panel, then under Appearance and Personalization, click Customize colors. The *Window Color and Appearance* dialog box opens.

2   Click one of the color choices and adjust the Color intensity slider, then click OK. Your new color settings are applied.

3   For even more color adjustment options, such as color schemes, shading effects, and screen fonts, click ⊛ (Start), Control Panel, then under Appearance and Personalization, click Change the color scheme. Change the setting you want, then click OK.
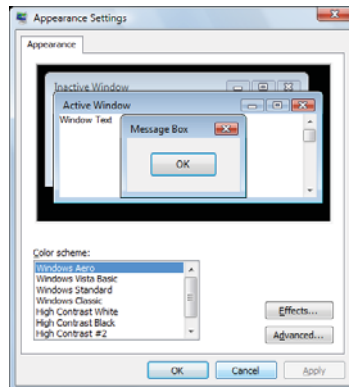
▶ To change the Windows desktop background:

1   Click ⊛ (Start), Control Panel, then under Appearance and Personalization, click Change desktop background. The *Choose a desktop background* dialog box opens.
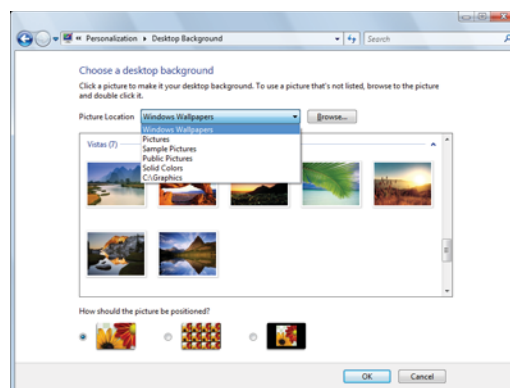
2   Click the Picture Location list, then click the location where you want to look
    for background images. If the location you want is not in the list, click Browse
    and locate the drive and folder.

3   Click the picture or color you want to use for the background, then click OK.
    ■

Selecting a screen saver

> ⚠ **Caution**
> If you are using an external monitor (not a flat-panel display), an image
> may get burned in on your monitor screen if you leave your notebook on for
> long periods of time without using it. You should use a screen saver which
> constantly changes its image to avoid this damage. Flat panel displays cannot
> be damaged with image burn-in.

You can use a screen saver to keep others from viewing your screen while you are
away from your notebook. Windows supplies a variety of screen savers that you can
choose from, and many more are available from the Internet and as commercial
products.

▶ To select a screen saver:

1   Click ⊛ (Start), Control Panel, Appearance and Personalization, then click
    Change screen saver. The *Screen Saver Settings* dialog box opens.
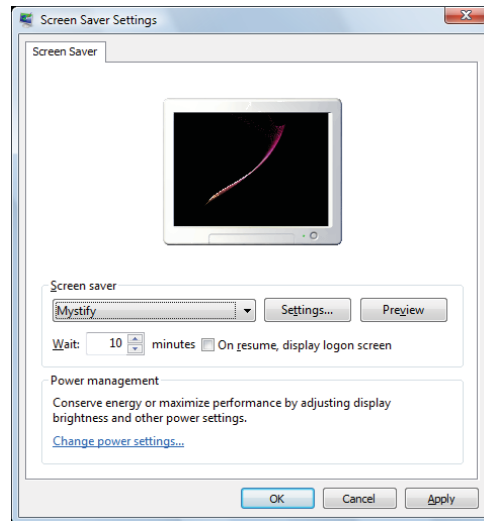
2   Click the Screen saver list, then click the screen saver you want to use. An
    example of the screen saver plays on the preview screen.

    • To change the settings for the screen saver, click Settings, change the
      settings, then click OK. If the Settings button is not available, you cannot
      customize the screen saver you selected.

    • To see a full-screen preview of the screen saver, click Preview.

    • To change the length of notebook inactivity time that passes before the
      screen saver starts, change the number of minutes in the Wait box.

3   Click OK. Your screen saver changes are applied.

> ❓ **Help**
> For more information about selecting a screen saver, click Start,
> then click Help and Support. Type **screen savers** in the Search Help box,
> then press ENTER.

■

Changing gadgets

Gadgets are constantly running mini-programs that are visible on your Windows desktop. They can be moved, removed, resized, and configured according to your preference. Although you can position them anywhere on your desktop, gadgets are usually visible on the right edge of your screen in the *Sidebar*.

Gadgets can include:

- Clocks and timers
- News feeds, weather forecasts, and stock tickers
- Slide shows and puzzles
- Calendars and contact lists
- Sticky notes

▶ To add a gadget:

1   Click the + at the top of the Sidebar, or right-click in an empty area of the Sidebar and click Add Gadgets. The gadget selection window opens.
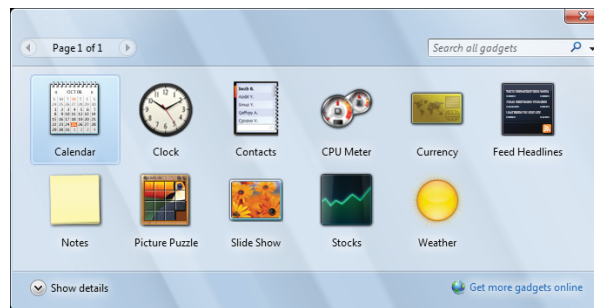
2   Click the gadget you want, then drag it to the Sidebar.

> **Tip**
> To shop online for more gadgets, click Get more gadgets online.
> To delete a gadget, right-click the gadget, then click Close Gadget.

▶ To configure a gadget:

1   In the Sidebar, right-click the gadget, then click Options. The gadget's configuration window opens.
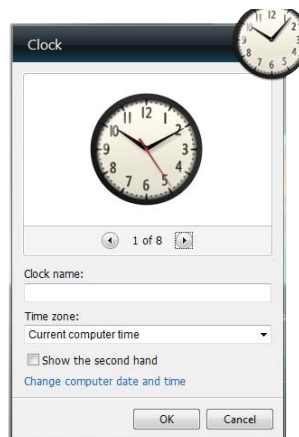
2   Make the changes you want, then click OK. Your changes are saved.

Using a gadget's control panel

Some gadgets have built-in control panels that you can use to control their behavior.

▶ To use a gadget's control panel:

1   In the Sidebar, hold the mouse pointer over the gadget. The gadget's built-in control panel appears on the gadget. (Slideshow gadget shown)

2   Click the control you want to operate.
    ■

Configuring the gadget Sidebar

You can change the appearance and behavior of the Sidebar.

▶ To change Sidebar properties:

1   Right-click in an empty area of the Sidebar, then click Properties. The *Windows Sidebar Properties* dialog box opens.
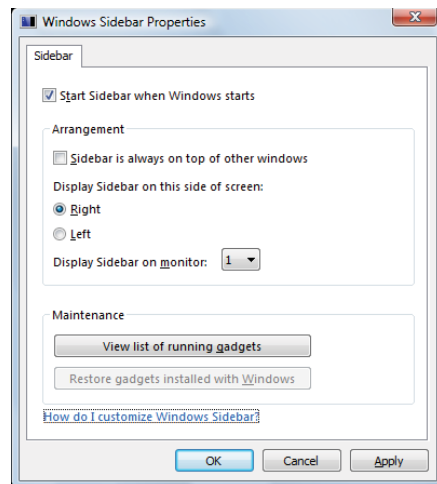
You can change:
  • Whether the Sidebar starts each time Windows starts
  • Whether the Sidebar is always on top of other windows (always visible)
  • The side of the screen the sidebar appears on
  • The monitor that the sidebar appears on (if you have an external monitor)
    ■

Changing system sounds

You can change the sounds that play for system events, such as Windows startup and shut down, logging on and logging off, window maximizing and minimizing, and error messages.

▶ To change system sounds:

1   Click ⊞ (Start), Control Panel, Hardware and Sound, then under Sound, click Change system sounds. The *Sound* dialog box opens.
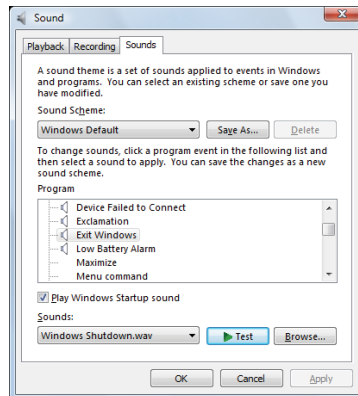
2   Click the Sound Scheme list, then click the sound scheme you want.

    - OR -

    Click an event in the Program list, then click the Sounds list and click the sound file you want associated with the event. If you do not see the sound file in the Sounds list, click Browse and find the file in the appropriate folder.

3   To test a sound you have selected, click Test.

4   Click OK to save your changes.

Changing mouse, touchpad, or pointing device settings

? Help
For more information about mouse settings, click Start, then click Help and Support. Type **mouse settings** in the Search Help box, then press ENTER.

You can adjust the double-click speed, pointer speed, left-hand or right-hand configuration, and other mouse settings.

Changing mouse settings

▶ To change your mouse settings:

Shortcut
Start Á Control Panel Á Hardware and Sound Á Mouse

1   Click ⊞ (Start), Control Panel, then under Hardware and Sound, click Mouse. The *Mouse Properties* dialog box opens.
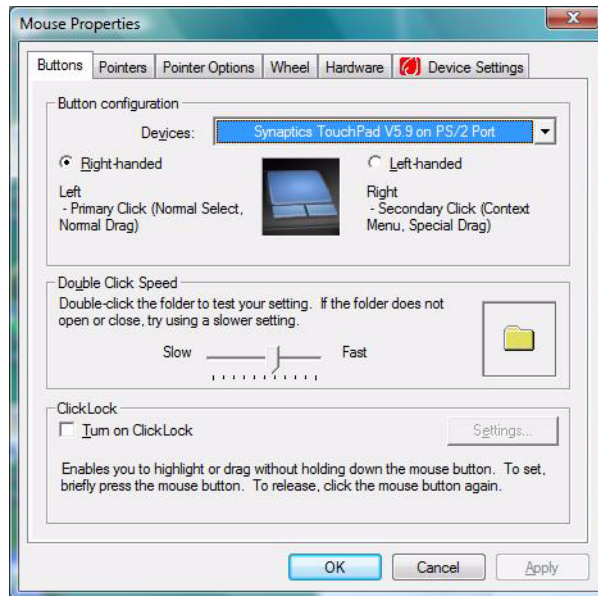
2   Change the settings you want. You can:
   • Switch the left and right buttons
   • Change the double-click speed
   • Change the pointer appearance and speed
   • Change the mouse wheel actions

3   Click OK to save your changes.
   ■

Changing touchpad or pointing device settings

▶ To change your touchpad or pointing device settings:

> **Shortcut**
> Start Á Control Panel Á Hardware and Sound Á Mouse

1   Click ⑳ (Start), Control Panel, then under Hardware and Sound, click Mouse. The *Mouse Properties* dialog box opens.

2   Click the Device Settings tab, then click the device you want to modify.
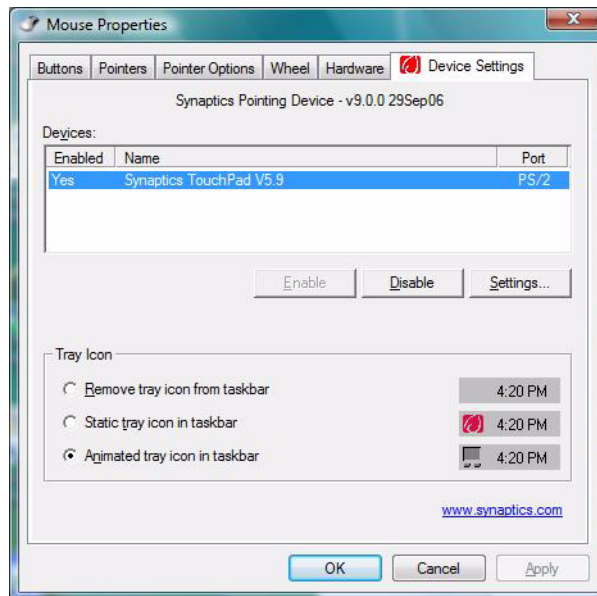
3   If you want to turn the device on or off, click Enable or Disable.

> **Tip**
> You can turn the touchpad and optional pointing device on or off, depending on which device you prefer to use.

4   If you want to modify the device settings, click Settings.
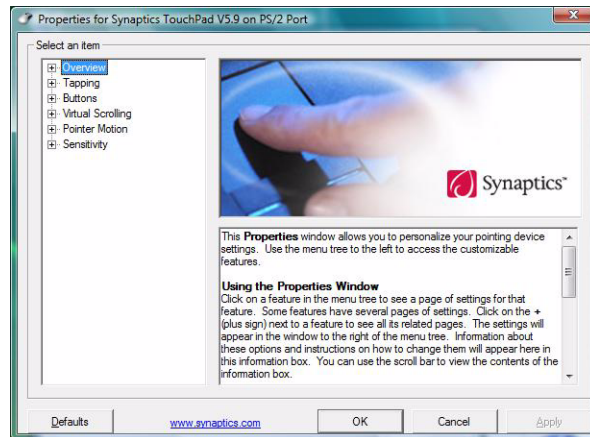
5   Click the + in front of a setting, then modify the setting.

> **Tip**
> You may have received your notebook with the EZ Pad touchpad set to only accept clicking by using the touchpad buttons. You can change this feature to allow tapping on the touchpad to simulate clicking the left button. To turn on tapping, click Tapping, then click Enable Tapping.

6   Click OK to save your changes.
    ■

Adjusting tablet, digital pen, and input panel settings

You can adjust digital pen, display, and button preferences. You can also adjust the writing pad and writing tools.

▶ To change tablet, digital pen, and input panel settings:

1   Click or tap ⊛ (Start), All Programs, Accessories, then click or tap Windows Mobility Center. The *Windows Mobility Center* window opens.

2   Click or tap 🖳 (Change Tablet PC settings). The *Tablet PC Settings* dialog box opens.
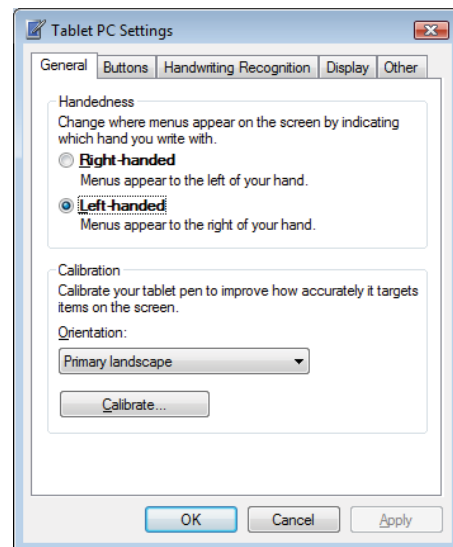
3   To change the tablet options, click or tap a tab, then change an option.

4   To change a digital pen option, click or tap the Other tab, then click or tap Go to Pen and Input Devices. Click or tap a tab, then change a pen option.

5   To change an input panel option, click or tap the Other tab, then click or tap Go to Input Panel Settings. Click or tap a tab, then change an input panel option.

6   Click or tap OK.
   ■

Adding and modifying user accounts

You can create and customize a user account for each person who uses your notebook. You can also change between user accounts without turning off your notebook.

User account tips

- If you want to create an account for someone, but you do not want that user to have full access to your notebook, be sure to make that account *limited*. Remember that limited accounts may not be able to install some older programs.

- Files created in one account are not accessible from other accounts unless the files are stored in the *Shared Documents* folder. The *Shared Documents* folder is accessible from all accounts on that notebook and from other computers on the network.

▶ To add, delete, or modify user accounts:

1   Click @ (Start), Control Panel, then under User Accounts and Family Safety, click Add or remove user accounts.
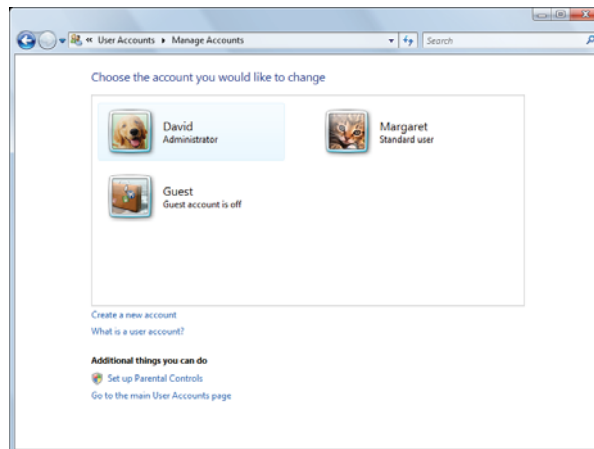
- To create a new account, click Create a new account, then follow the on-screen instructions to finish the setup.

- To change an account, click the account name, then click the option you want to change.

- To delete an account, click the account name, then click Delete the account and confirm the deletion of related files. The account is deleted. (You cannot delete the administrator account.)

> **? Help**
> For more information about user accounts, click Start, then click Help and Support. Type **user accounts** in the Search Help box, then press ENTER.

■

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▶ To switch between user accounts:

1   Save any open documents that are being worked on in your current account.

2   Click ⊕ (Start), click the arrow next to the lock icon, then click Switch User or Log Off.
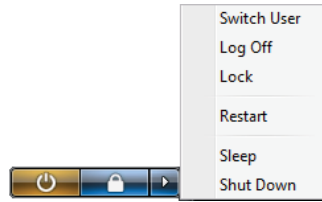
• Switch User opens the account selection screen but does not log off the current user, and any programs that were running for the previous user continue to run.

• Log Off logs off the current user, then opens the account selection screen.

> ⚠ **Caution**
> If you click Log Off, any programs that were running may be closed, and unsaved document changes may be lost.

3   Click the user account that you want to use.
    ■

Changing accessibility settings

Your notebook can be a powerful tool, but it may be less useful to you if items on the screen are difficult to see, or if the mouse is difficult to control. Windows has several tools that help you use it more easily.

Using the Ease of Access Center

Use the Ease of Access Center to change several system display settings.

▶ To use the Ease of Access Center:

1   Click ⊕ (Start), Control Panel, Ease of Access, then click Ease of Access Center. The Ease of Access Center opens.
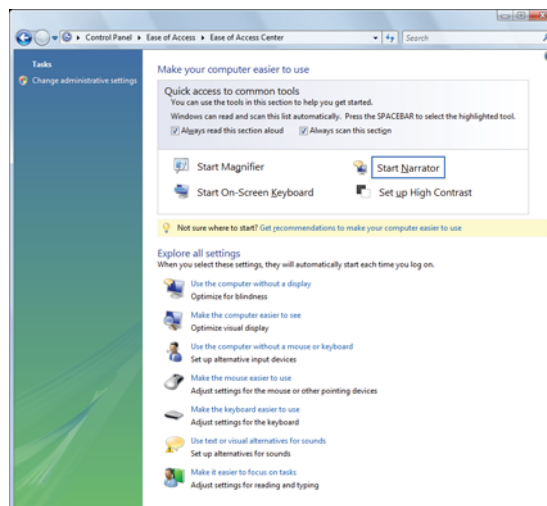
2   In the Quick access to common tools section, click one of the following options to make some of the most common accessibility changes to Windows:

- Start Magnifier provides a close-up view of the area near your mouse pointer.
- Start On-Screen Keyboard displays a keyboard on the screen. You can press keys on the on-screen keyboard by clicking them with your mouse.
- Start Narrator reads on-screen text and describes graphics.
- Set up High Contrast changes the Windows color scheme to use high-contrast colors.

You can also use the Ease of Access Center to:

- Use your notebook without a mouse or keyboard
- Make your notebook display easier to see
- Make the mouse and keyboard easier to use
- Use text or visual alternatives for sounds

Using voice recognition

You can attach a microphone to your notebook (or use the built-in microphone on select Gateway notebooks) and configure Windows to create typed text from your voice.

▶ To set up voice recognition:

1 Click ⊛ (Start), Control Panel, Ease of Access, then click Speech Recognition Options. The *Speech Recognition Options* window opens.
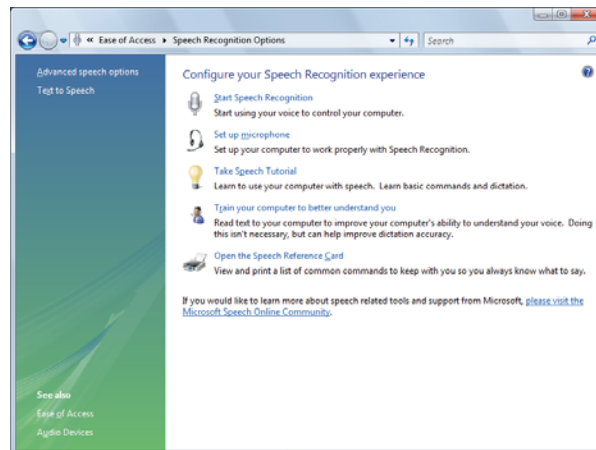
2 Click one of the following settings to start setting up speech recognition:

- Start Speech Recognition turns on speech recognition. With a built-in or attached microphone, you can control your notebook using voice commands.
- Set up microphone configures your microphone to work correctly with speech recognition.
- Take Speech Tutorial helps you learn how to use speech recognition.
- Train your computer to better understand you helps you create several voice samples that your notebook can use to better recognize the words you speak.
- Open the Speech Reference Card lets you view and print a list of common voice commands.

3 If you want to configure your notebook's settings for reading on-screen text, click Text to Speech on the left of the window.

Using the Windows Mobility Center

The Windows Mobility Center is the single place you need to go to adjust many of the settings on your notebook.
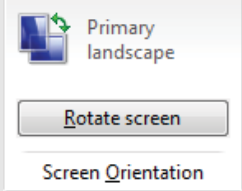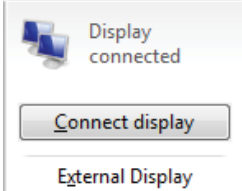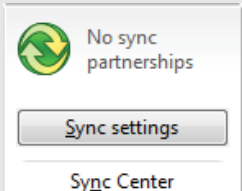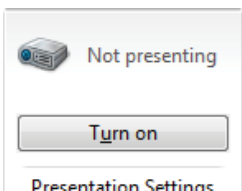
> **✓ Important**
>
> Depending on your notebook's features, some of these controls may not be available.

▶ To access the Windows Mobility Center:

- Click ⊛ (Start), All Programs, Accessories, then click Windows Mobility Center. The *Windows Mobility Center* window opens.

■

Control	Description
	▪ Click ☀ (Change display brightness settings for your power plan) to open the *Change settings for the plan* dialog box and modify the display and sleep settings for the current power plan. For more information about adjusting the power plan, see your notebook *Reference Guide*. ▪ Drag the brightness slider to adjust the brightness level of the LCD panel.
	▪ Click ◉ (Change audio settings) to open the *Sound* dialog box and modify your speaker and microphone settings. For more information, see "Changing system sounds" on page 69. ▪ Click Mute to turn off the sound to your speakers. ▪ Drag the volume slider to adjust the sound level.
	▪ Click 🔋 (Change power settings) to open the *Select a power plan* dialog box and select a new power plan. You can also make modifications to a power plan from this dialog box. For more information about selecting a power plan, see your notebook *Reference Guide*. ▪ Click the arrow to open the power plan list box and select a new power plan.

Control	Description
Connected — Turn wireless off — Wireless Network	▪ Click (Change wireless network settings) to open the *Connect to a network* dialog box and select a wireless network to connect to or disconnect from. For more information, see "Connecting to a wireless Ethernet network" on page 48. ▪ Click Turn wireless on to turn the wireless radio on or click Turn wireless off to turn the wireless radio off.
Primary landscape — Rotate screen — Screen Orientation	▪ Click (Change Tablet PC settings) to open the *Tablet PC Settings* dialog box and modify the digital pen settings buttons, handwriting recognition, and display settings. For more information, see "Adjusting tablet, digital pen, and input panel settings" on page 72. ▪ Click Rotate screen to rotate the tablet PC screen from landscape to portrait orientation.
Display connected — Connect display — External Display	▪ Click (Change display settings) to open the *Display Settings* dialog box and modify the screen resolution and colors for the LCD panel or a connected monitor. For more information, see "Changing screen settings" on page 64. ▪ Click Connect display to connect an external display to your notebook.
No sync partnerships — Sync settings — Sync Center	▪ Click (Change synchronization settings) to synchronize your notebook's files with their counterparts on a server or desktop computer. For more information about synchronizing your notebook, click Start, then click Help and Support. Type **synchronization** in the Search Help box, then press ENTER. ▪ Click Sync settings to open the Sync Center to establish new sync partnerships.
Not presenting — Turn on — Presentation Settings	▪ Click (Change presentation settings) to open the *Presentation Settings* dialog box and select the audio and video settings for your notebook when you give presentations. For more information about giving a presentation, see your notebook *Reference Guide*. ▪ Click Turn on to turn on the presentation settings. Click Turn off to return your notebook to its normal settings.

Setting up parental controls

You can use parental controls to:

- Control and monitor the Internet activity of your children
- Block inappropriate games and programs
- Schedule the times your children can use your notebook
- Print activity reports that contain a detailed history of notebook use

To use parental controls most effectively, you should set up a separate user account for each of your children. For information on setting up user accounts, see "Adding and modifying user accounts" on page 73.

☑ **Important**

You must be logged in to an administrator account to set up parental controls. You cannot set up parental controls for an administrator user account.

Filtering Internet access

You can specify the type of Internet content that can be accessed by a user.

▶ To set up Internet filtering:

1. Click ⊕ (Start), Control Panel, then under User Accounts and Family Safety, click Set up parental controls for any user. The *Parental Controls* dialog box opens.

2. Click the user account to set up restrictions for. The *User Controls* dialog box opens.
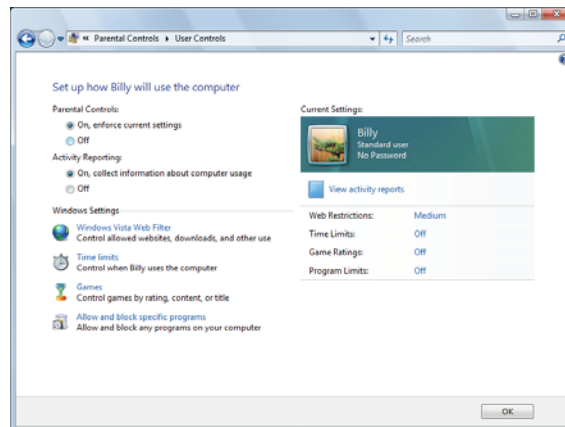
3. Click On, enforce current settings, then click Windows Vista Web Filter. The *Web Restrictions* dialog box opens.

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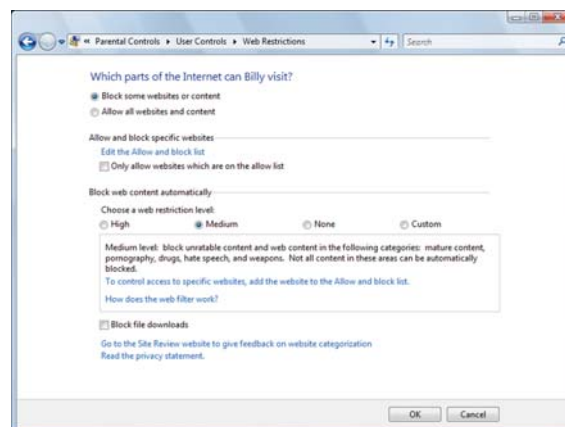
4   Specify the settings you want to use for this user, then click OK. The settings are saved.
        ■

Scheduling notebook and Internet use

▶ To schedule the times a user can access the Internet:

1   Click ⊕ (Start), Control Panel, then under User Accounts and Family Safety, click Set up parental controls for any user. The *Parental Controls* dialog box opens.

2   Click the user account to schedule for, then click Time limits. The *Time Restrictions* dialog box opens.
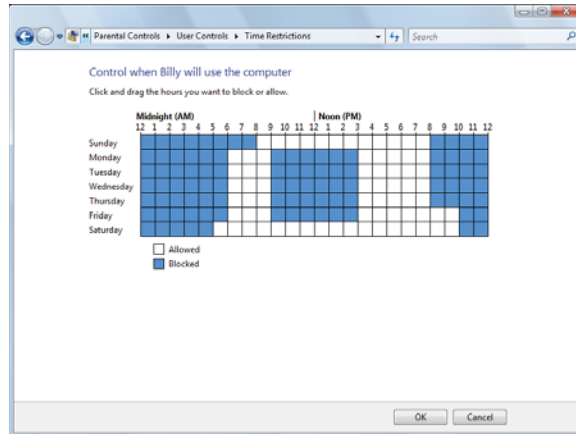
3   Click inside the grid to set when the user can access your notebook. Blocked hours are blue, and allowed hours are white.
        ■

Restricting game access

You can restrict games by game ratings, or you can specify the games which are not allowed.

▶ To restrict games by game ratings:

1   Click ⊕ (Start), Control Panel, then under User Accounts and Family Safety, click Set up parental controls for any user. The *Parental Controls* dialog box opens.

2   Click the user account to set up restrictions for, then click Games. The *Game Controls* dialog box opens.
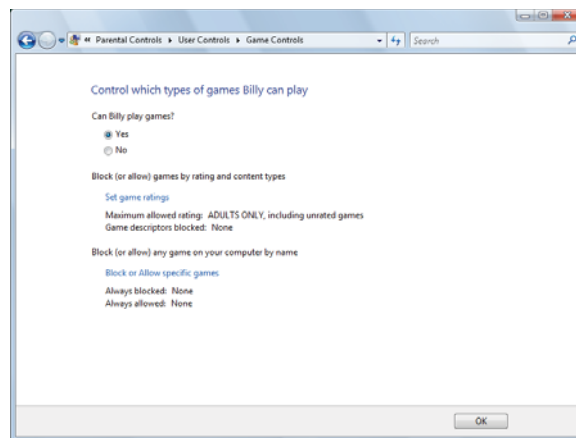
3   Click Set game ratings. The *Game Restrictions* dialog box opens.

4   Click the level of games you want allowed, then click OK. The settings are saved.
    ■

▶ To restrict specific games:

1   Click ⊞ (Start), Control Panel, then under User Accounts and Family Safety, click Set up parental controls for any user. The *Parental Controls* dialog box opens.

2   Click the user account to set up restrictions for, then click Games. The *Game Controls* dialog box opens.
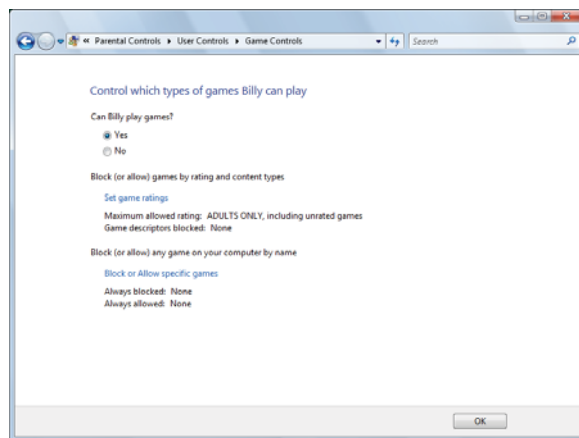
3   Click Block or Allow specific games. The *Game Overrides* dialog box opens.
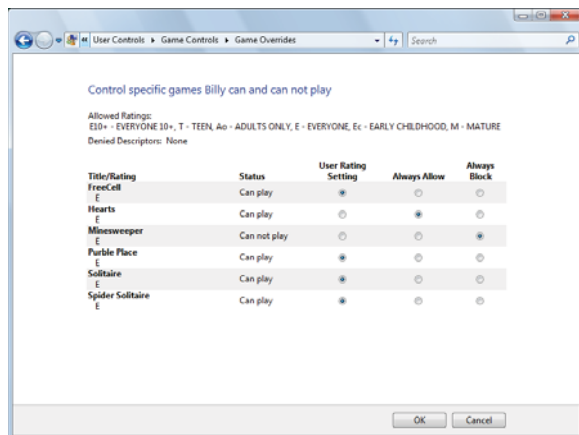
4   Click the level of access you want for each game listed, then click OK. If the game you want to restrict access to is not shown on the list, see "Restricting specific programs" on page 81.

Restricting specific programs

▶ To restrict specific programs:

1   Click ⊕ (Start), Control Panel, then under User Accounts and Family Safety, click Set up parental controls for any user. The *Parental Controls* dialog box opens.

2   Click the user account to set up restrictions for, then click Allow and block specific programs. The *Application Restrictions* dialog box opens.
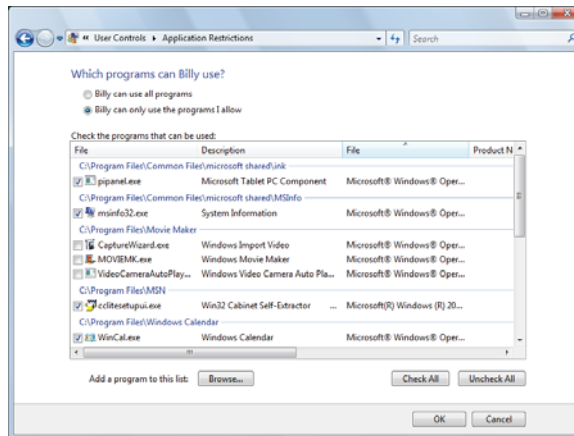
3   Click [User name] can only use the programs I allow, click the checkbox for each program you want to allow access to, then click OK.

> **Tip**
> Click Check All, then click to uncheck the checkboxes of the programs you want to restrict access to.

Creating activity reports

▶ To create a report of a user's notebook and Internet use:

1   Click ⊕ (Start), Control Panel, then under User Accounts and Family Safety, click Set up parental controls for any user. The *Parental Controls* dialog box opens.

2   Click the user account to create a report for, then click View activity reports. The activity report is displayed.

   The activity report includes such information as:

   - Top 10 Web sites visited
   - Most recent 10 Web sites blocked
   - File downloads
   - Applications run
   - Logon times

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CHAPTER**8**
Maintaining Your Notebook

- Setting up a maintenance schedule
- Updating Windows
- Managing hard drive space
- Scheduling maintenance tasks
- Moving from your old computer

Setting up a maintenance schedule

Use the following table to set up a regular maintenance schedule.

Maintenance task	Weekly	Monthly	When needed
Check for viruses	X	X	X
Run Windows Update	X		X
Manage hard drive space			X
Clean up hard drives		X	X
Scan hard drive for errors		X	X
Defragment hard drive		X	X
Back up files	X	X	X

Updating Windows

Windows Update helps you keep your notebook up-to-date. Use Windows Update to choose updates for your notebook's operating system, software, and hardware. New content is added to the site regularly, so you can always get the most recent updates and fixes to protect your notebook and keep it running smoothly. Windows Update scans your notebook and provides you with a tailored selection of updates that apply only to the software and hardware on your notebook.

For information on running Windows Update, see "Windows Update" on page 60. Windows Update can also be controlled through the Windows Security Center. For more information, see "Protecting Your Notebook" on page 55.

? Help
For more information about Windows Update, click Start, then click Help and Support. Type **windows update** in the Search Help box, then press ENTER.

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Managing hard drive space

Windows provides several utilities you can use to check hard drive space, delete unnecessary files, defragment files, and back up files.

Checking hard drive space

▶ To check hard drive space:

> **Shortcut**
> Start Á Computer Á right-click drive Á Properties

1   Click ⊕ (Start) then click Computer. The *Computer* window opens.
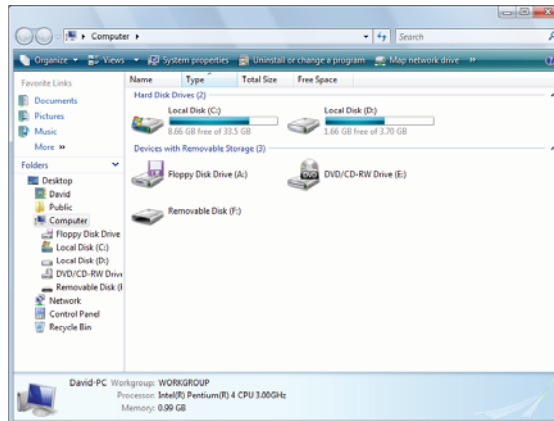
2   Right-click the drive that you want to check for available file space, then click Properties. Drive space information appears.
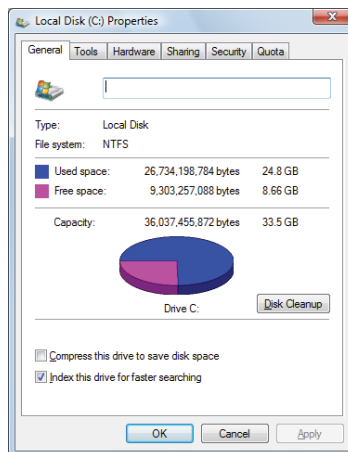
Deleting unnecessary files

Delete unnecessary files, such as temporary files and files in the Recycle Bin, to free hard drive space.

▶ To delete unnecessary files:

> **Shortcut**
> Start Á Computer Á right-click drive Á Properties Á Disk Cleanup

1   Click ⊕ (Start), All Programs, Accessories, System Tools, then click Disk Cleanup. The *Disk Cleanup* dialog box opens.
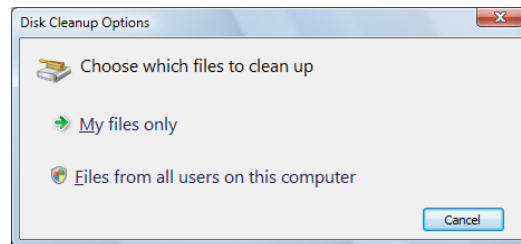
2   Click one of the options:

*   My files only cleans only the folders for the currently logged in user.
*   Files from all users on this computer cleans all folders.

    The *Disk Cleanup* dialog box opens.

3   Click to select the types of files you want to delete, then click OK. The types of files you indicated are deleted.

> **Help**
> For more information about keeping the hard drive free of unnecessary files, click Start, then click Help and Support. Type **disk cleanup** in the Search Help box, then press ENTER.

■

Checking the hard drive for errors

The Error-checking program examines the hard drive for physical flaws and file and folder problems. This program corrects file and folder problems and marks flawed areas on the hard drive so Windows does not use them.

If you use your notebook several hours every day, you probably want to run Error-checking once a week. If you use your notebook less frequently, once a month may be adequate. Also use Error-checking if you encounter hard drive problems.

▶ To check the hard drive for errors:

1 Click ⊛ (Start) then click Computer. The *Computer* window opens.

2 Right-click the drive that you want to check for errors, click Properties, then click the Tools tab.
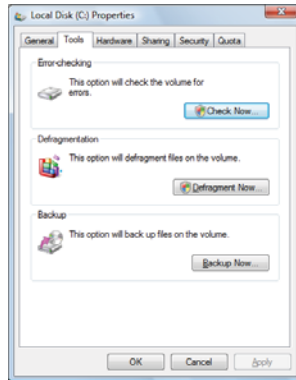
3 Click Check Now, then click Start. Your drive is checked for errors. This process may take several minutes.

> ✓ **Important**
> Error checking cannot scan a drive while the drive is being used, so if you try to check your hard drive for errors, you see a prompt asking you if you want to scan the hard drive later (the next time you restart your notebook). If you see this prompt, click Schedule disc check.

After Windows has finished checking the drive for errors, it provides a summary of the problems that it found.

4 Correct any problems that are found by following the on-screen instructions.

5 Click OK.

> ? **Help**
> For more information about checking the hard drive for errors, click Start, then click Help and Support. Type **checking for disk errors** in the Search Help box, then press ENTER.

■

Defragmenting the hard drive

When working with files, sometimes Windows divides the file information into pieces and stores them in different places on the hard drive. This is called *fragmentation*, and it is normal. In order for your notebook to use a file, Windows must search for the pieces of the file and put them back together. This process slows the hard drive performance.

Disk Defragmenter organizes the data on the drive so each file is stored as one unit rather than as multiple pieces scattered across different areas of the drive. Defragmenting the information stored on the drive can improve hard drive performance.

While Disk Defragmenter is running, do not use your keyboard or mouse because using them may continuously stop and restart the defragmenting process. Also, if you are connected to a network, log off before starting Disk Defragmenter. Network communication may stop the defragmentation process and cause it to start over.

> 📝 **Tip**
> Because defragmenting a drive may take hours to complete (depending on the size of the drive being defragmented), consider starting the process when you will not need your notebook for several hours.

▶ To defragment the hard drive:

1   Disconnect your notebook from the network.

2   Click ⊛ (Start), All Programs, Accessories, System Tools, then click Disk Defragmenter. The *Disk Defragmenter* dialog box opens.
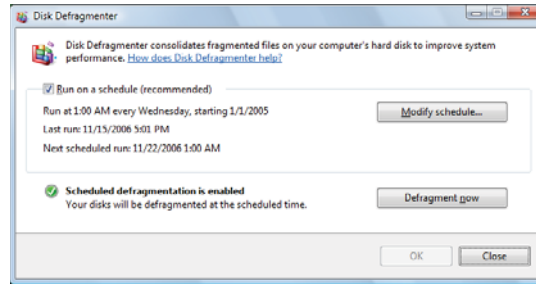
3   Click Defragment now. This process may take hours to complete, depending on the size of the drive being defragmented.

> **? Help**
> For more information about defragmenting the hard drive, click Start, then click Help and Support. Type **defragmenting** in the Search Help box, then press ENTER.

■

Backing up files

Backing up files and removing them from the hard drive frees space for new files on the hard drive. It also protects you from losing important information if the hard drive fails or you accidentally delete files.

You should back up your files regularly to a writable optical disc (if you have a recordable drive). Use a backup device, such as a recordable disc drive, to do a complete hard drive backup.

▶ To back up files:

1   Click ⊛ (Start), then click Computer. The *Computer* window opens.

2   Right-click the drive that you want to back up, click Properties, then click the Tools tab.
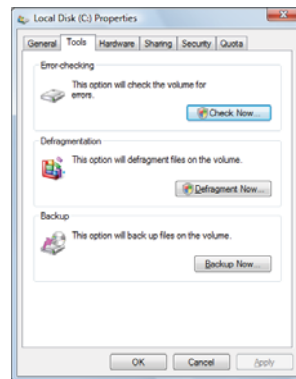
3   Click Backup Now, then click Run a file backup now.

4   Follow the on-screen instructions to select a backup storage location and the files and folders to back up.

> **? Help**
> For more information about backing up files, click Start, then click Help and Support. Type **backup** in the Search Help box, then press ENTER.

■

Scheduling maintenance tasks

Task Scheduler lets you schedule maintenance tasks such as running Disk Defragmenter and checking your drives for errors.

✓ **Important**
Your notebook must be on during scheduled tasks. If your notebook is off, scheduled tasks will not run.

▶ To start the Task Scheduler:

1   Click ⊛ (Start), All Programs, Accessories, System Tools, then click Task Scheduler. The *Task Scheduler* dialog box opens.
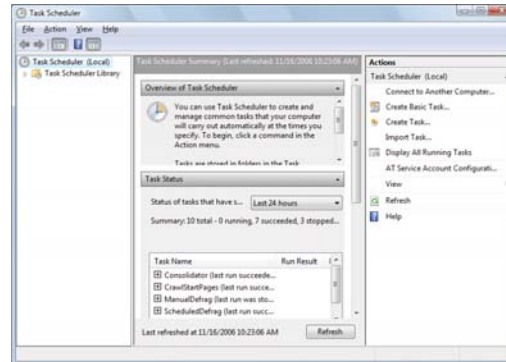
2   Click Create Basic Task for basic tasks or click Create Task for more complex tasks, then follow the on-screen instructions to finish setting up and scheduling the task.

❓ **Help**
For more information about scheduling tasks, click Start, then click Help and Support. Type **task scheduler** in the Search Help box, then press ENTER.

■

Moving from your old computer

Transferring files and settings with Windows Easy Transfer

You can move your files, folders, software settings, and user account settings (such as display, Internet, and e-mail settings) from your old computer to your new one using Windows Easy Transfer, providing your old computer uses Windows XP or Windows Vista.

While using Windows Easy Transfer, you will not be able to run other tasks on the computers.

✓ **Important**
If your old computer does not use Windows XP or Windows Vista, you must manually move your data by using a writeable disc, flash drive, or external hard drive.

▶ To move files and settings from your old computer:

1   If you want to transfer program settings to your new notebook, install those programs on the new notebook before running Windows Easy Transfer. Windows Easy Transfer copies only the software's settings, not the software itself, to the new notebook.

2   Click ⊛ (Start), All Programs, Accessories, System Tools, then click Windows Easy Transfer. The *Windows Easy Transfer* dialog box opens.

3   Click Next, click Start a new transfer, then follow the on-screen instructions to complete the transfer.

> **?** **Help**
> For more information about transferring files, click Start, then click Help and Support. Type **transferring files** in the Search Help box, then press ENTER.

∎

Transferring files and settings manually

You can manually transfer your personal data files by copying them to removable media, such as a writable disc, an external hard drive, a network location, or a flash drive.

Finding your documents

Many programs save your personal data files in the *Documents* or *My Documents* folder. Look in your old computer's documents folder for personal data files.

▶ To find files in the documents folder:

1   In Windows Vista, click ⊛ (Start), then click Documents. The *Documents* folder opens and displays many of your saved personal data files. Go to Step 4.

- OR -

In Windows XP, click Start, then click My Documents. The *My Documents* window opens and displays many of your saved personal data files. Go to Step 4.

- OR -

In Windows 98, Windows Me, or Windows 2000, double-click the My Computer icon on the desktop. Go to the next step.

2   Double-click the C:\ drive icon.

3   Double-click the Documents or My Documents folder. The *My Documents* window opens and displays many of your saved personal data files.

4   Copy your personal data files to removable media or to another computer on your network.

∎

Finding other files

Use Windows Find or Search to locate other personal data files. For more information, see "Searching for files" on page 12.

You can often identify different data file types by looking at the file's *extension* (the part of the file name following the last period). For example, a document file might have a .DOC extension and a spreadsheet file might have an .XLS extension.

File type	File usually ends in...
Documents	.DOC, .TXT, .RTF, .HTM, .HTML, .DOT
Spreadsheets	.XLS, .XLT, .TXT
Pictures	.JPG, .BMP, .GIF, .PDF, .PCT, .TIF, .PNG, .EPS
Movies	.MPEG, .MPG, .AVI, .GIF, .MOV
Sound and music	.WAV, .CDA, .MP3, .MID, .MIDI, .WMA

▶ To find files using Find or Search:

1   In Windows Vista, click ⑱ (Start), then click Search. The *Search Results* window opens.

   - OR -

   In Windows XP, click Start, then click Search. The *Search Results* window opens.

   - OR -

   In Windows 98, Windows Me, or Windows 2000, click Start, Find or Search, then click For Files or Folders. The *Search Results* window opens.

2   Type the filename you want to search for, then press ENTER. The search results are displayed.

3   To learn about more search options, click Help.
   ■

Notices

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Trademark Acknowledgments

Macrovision statement

If your notebook has a DVD drive and an analog TV Out port, the following paragraph applies:

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MAN GW GENERIC PTB USRGDE